Steps to Planning and Organizing Your Day Effectively

1) MAKE A LIST OF THINGS YOU WANT TO ACCOMPLISH IN THE UPCOMING WEEK OVER THE WEEKEND.

2) EACH NIGHT, CHOOSE UP TO 3 MAIN TOP-PRIORITY THINGS YOU WANT TO GET DONE THE FOLLOWING DAY.

3) WRITE THE 3 MAIN TOP-PRIORITY THINGS YOU WANT TO GET DONE IN YOUR PLANNER.

4) WORK ON THE TOP TASKS AND PRIORITIES FIRST THINGS IN THE MORNING IN SEQUENTIAL ORDER.

5) WORK ON ONE OR MORE OF THE TASKS AND ACTIVITIES YOU HAVE PLANNED FOR THE WEEK IF, AND ONLY IF, THE 3 TOP PRIORITIES ARE ACCOMPLISHED FOR THE DAY.