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SPECIFIC WAYS TO ORGANIZE YOUR TIME BETTER

1.

Write every task or activity that needs to get done on a task sheet. Circle or highlight the ones that **MUST** get done immediately.

2.

Prioritize the tasks and activities that are essential. Pay close attention to those that help you achieve short-term and long-term goals.

3.

Once you have your daily priorities, figure out the order in which you can accomplish each task or activity. Sequence your tasks!

4.

Treat task completion as a game you try to win each day.

5.

Question how you spend every minute of your day and make adjustments as needed. Do a weeklong time study!

6.

Wake up an hour early each day so you can have one hour of the quietude of planning and organizing your day.

7.

Go to bed each night when everything is put away neatly and your spaces are organized and ready for a new day.

8.

Use a planner and a calendar to schedule things that need to be done in the future. Get going on them as soon as possible to avoid procrastination.