

A System for Organizing Your Morning

During a typical morning, a busy person has many things to accomplish. Some are planned events and activities, and some arise out of nowhere (interruptions and distractions). The hardest thing to do is to figure out, in one's mind, what should be done

First,

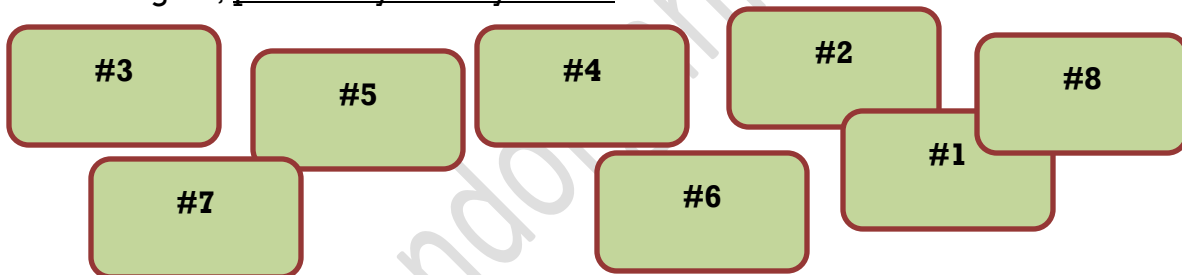
Second,

Third,

And so on.

Here is a checklist that can help:

- If there are 8 events and activities that need to get done, we have to really quickly figure out what to do first, second, third, fourth, fifth, sixth, seventh, and eighth, preferably the day before.



Organize these events and activities in your mind.

- Either write all 8 events and plans in order in a calendar, or write them on sticky notes with most important being on top.
- Cross off each item as you continue with the morning.
- The goal is to get through 5 of the 8 items on your calendar, especially if there are major distractions and interruptions.
- If any remaining items on the list did not get done and people are relying on you to do them, you must contact them somehow to let them know you need more time. Otherwise, you will lose trust and credibility with them.