

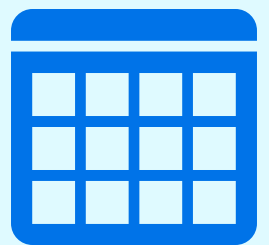
PLANNING YOUR DAY

knowing when to do what

Tools

To-do list
Calendar

OR
A planner with both



To-do List



Keep one

Frees up mental space
Helps you remember needs
Keep it handy

Write down

Anything needed
ASAP
Just enough to remember

Calendar

Block out time for
non-negotiables

Schedule time for
repeated tasks --

Schedule priorities
and targets/goals

before the deadline



Regular reviews
(monthly, as needed,
weekly, daily)

Color coding
Visual cues
1 per area/person
Keep it easy to maintain



Remember

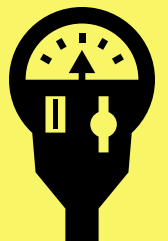
Prioritize
Consider your energy level
Multi-task when appropriate
Cross items off your to-do list



Take care of
conflicts ASAP



Manage time



Schedule
margin