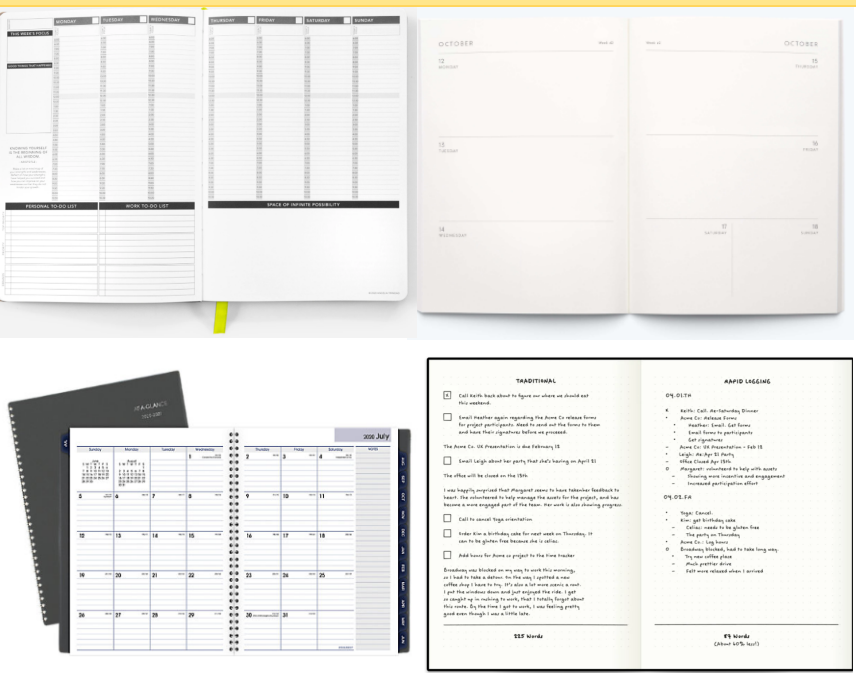
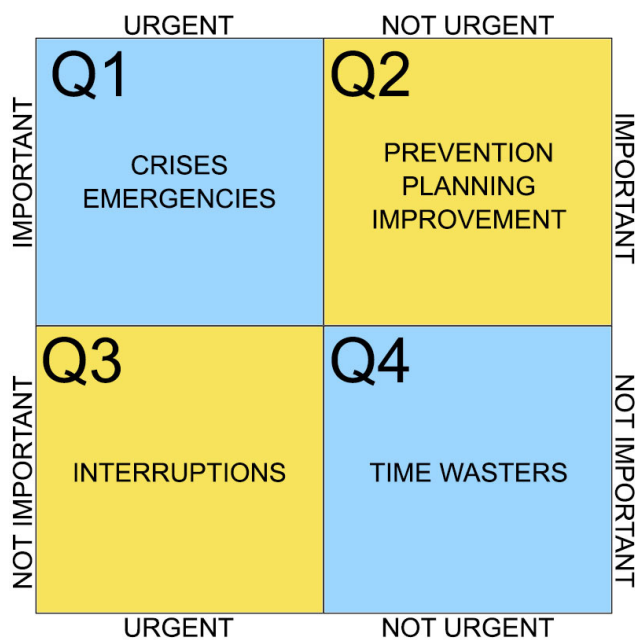


GETTING ORGANIZED

There are many methods of developing a schedule. You'll figure out what works best for you over time. Try different ones out to figure out what works best for you.

THE FOUR QUADRANTS

Write out your daily tasks in four quadrants, starting at Q₁ and make your way down to Q₄. Work on your tasks in that order as well.

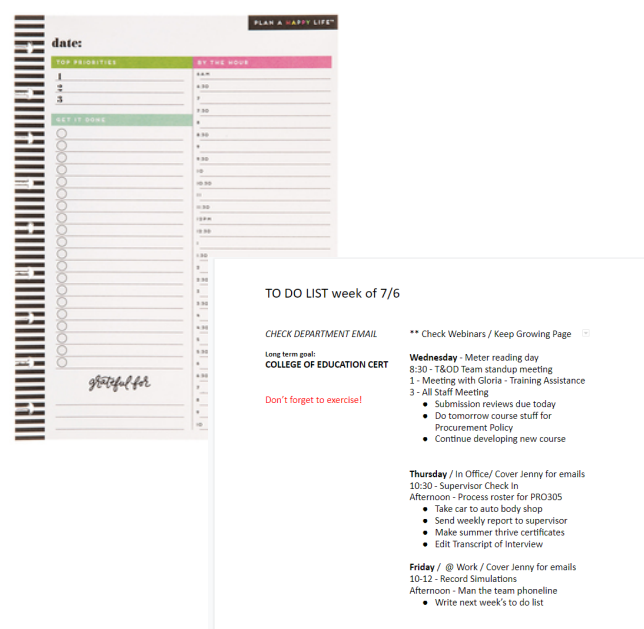


A PLANNER

There are countless styles and varieties of planners including weekly, monthly, and daily. Find the one that works best for you!

DAILY TO DO LIST

A daily planner gives you the freedom and space to write out your daily to do list. This will help you keep your daily tasks in order. You can purchase a journal for this or create your own. Navigate to <https://bit.ly/3gkgUoi> for a free basic template.



TIPS

Plot out your day the day before.

Have your schedule on paper in front of you.

Write down new appointments or tasks immediately.

FOR MORE, WATCH OUR WEBINAR

titled "Applying Performance Measures to Your Work" at <https://bit.ly/2RLBfj9>.