**Organize to Optimize**

It’s Hard to Make a Difference if You Can’t Find Your Keys

**Process Your Incoming Items Periodically**

 **Set up Systems for Success**

Process, don’t “check”

Make 1 of 5 Decisions

1.

2.

3.

4.

5.

 Action System (Tickler, Categorical, Tasks)

 Reference Filing System

 Ideas I can implement: