**Organize to Optimize**

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

**Maximize Your Time/Schedule**

Awareness

My biggest time wasters are:

The 20% I do that likely yields 80% of my results are:

I will employ the following strategies to minimize time spent on the other 80%:

Plan

“Failing to plan is planning to fail”

Set SMART Goals – Where there’s a Why, there’s a Way

**S**

**M**

**A**

**R**

**T**

Prioritize

Identifying

Scheduling

Honoring Boundaries/Balance

Produce

Eat a Frog for Breakfast

Focus – Minimize Interruptions/Stop Multi-tasking

Chunking

I can reward myself in the following ways for getting the hard stuff done:

I may want/need to ask for help in the following ways to get and stay organized with my space, incoming items and my time/energy/attention: