**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: