CHECKLIST

Part 1 - Task Management

- [ ] Create a list of tasks you must accomplish over a time period (begin with 24 hours) - work and life
- [ ] Write them out and gather any necessary information associated with them so you can accomplish them
- [ ] Assign a due date (aka, the day you'll work on the task) then move on to the next part

Notes

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CHECKLIST

Part 2 - Time Blocking

- [ ] Fill in on an hourly calendar layout the must-do's for the day (kid pickup, office work hours, etc)
- [ ] Now, looking at your tasks, where you can group similar ones that can correspond to a time-block (example: for 2 hours Thursday evening you meal plan)
- [ ] Do this for all tasks. Keep in mind blocks of time can be flexible day by day. Maybe all house stuff happens Wednesday, or biz building Friday morning, etc...

Notes

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CHECKLIST

Part 3 - Put It All Together

- [ ] Once all tasks are assigned time-blocks, start using your system
- [ ] Experiment with what works or doesn't work. Keep in mind blocks are meant to be flexible.
- [ ] Adjust as needed until your system flows well with the rhythm of your life!

Notes

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