

Keep In Mind That...

- ▶ *KEEP YOUR LONG-TERM GOALS IN MIND, AND ACT ACCORDINGLY*
- ▶ *NOT EVERYTHING ON YOUR TO-DO LIST IS URGENT AND IMPORTANT*
- ▶ *YOU SHOULD ACCEPT HELP FROM OTHERS SO THAT YOU CAN ACCOMPLISH YOUR GOALS*
- ▶ *IF YOU GET SIX THINGS ON YOUR LIST DONE IN ONE DAY, YOU ARE ACCOMPLISHING A LOT*
- ▶ *THERE IS ONLY SO MUCH YOU CAN ACCOMPLISH IN ONE DAY, AND IT IS USUALLY LESS THAN YOU AIM FOR*
- ▶ *IF YOUR SYSTEM ISN'T WORKING, FIGURE OUT WHY, FIX IT, AND TRY AGAIN*
- ▶ *YOU NEED TO LOOK AT TOMORROW'S SCHEDULE TODAY*
- ▶ *YOU NEED TO LOOK AT TODAY'S SCHEDULE TODAY!*
- ▶ *IF YOU DO IT NOW, YOU WON'T HAVE IT HANGING OVER YOUR HEAD LATER*
- ▶ *IT IS LIKELY THAT SUPERWOMAN GETS MORE SLEEP THAN YOU DO*
- ▶ *BELIEVING THAT YOU WILL NEVER BE ORGANIZED IS A SELF-FULFILLING PROPHECY*
- ▶ *BELIEVING THAT YOU CAN BE ORGANIZED IS ALSO A SELF-FULFILLING PROPHECY*
- ▶ *REMAINING IN "VICTIM" MODE WILL ALWAYS PREVENT YOU FROM LIVING YOUR DREAMS*
- ▶ *JUST BECAUSE TODAY SEEMS A MESS, IT DOESN'T MEAN THAT TOMORROW CAN'T BE PRODUCTIVE. THE IDEA IS THAT MOST DAYS ARE WELL PLANNED AND ACTED UPON.*

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