

rightnow MEDIA @WORK

Plan Ahead for a Productive Fall

Fall often marks the start of your busiest stretch of the year. Don't let the busy season catch you off guard; prepare for it. Use this checklist to work with purpose, clarity, and productivity this fall.

YOUR CHECKLIST FOR A STRONG FALL

- ☑ Connect with your manager on expectations and goals for the upcoming quarter.
- ☑ Choose one priority project to move forward this month.
- ☑ Lean into other team members' strengths and specialties when you need help.
- ☑ Create a system for staying organized, whether it's a calendar or a paper planner.
- ☑ Connect with key clients or partners now, before you need them.
- ☑ Find an opportunity for professional or personal development.
- ☑ Block focused time on your calendar for deep work on high-priority tasks.
- ☑ Build in regular breaks to reset your energy and creativity.

BONUS TIP:

Take your work to the next level this quarter by focusing on professional development. With RightNow Media @ Work, you can improve your communication, self-leadership, time management, and more, whenever you have a few minutes to spare.

☑ Explore Our Professional Development Library

Packed with practical, expert-led content, our Professional Development library equips you to focus on your skills, build confidence, and find purpose in your work—wherever you are.

Explore the Library ↗