

CREATE YOUR SYSTEM

Your planning system will be unique to your life. Decide on your tools and apps and how you will use them. Use the following questions to help you create your own unique system.

1. WRITE OUT A LIST OF THE TOOLS AND APPLICATIONS YOU HAVE THAT CAN HELP YOU STAY ON TOP OF THINGS.

2. IDENTIFY YOUR DIGITAL INBOX AND PHYSICAL INBOX

3. IDENTIFY WHERE ALL YOUR APPOINTMENTS AND MEETINGS ARE SCHEDULED, WHETHER IT IS A CALENDAR APPLICATION OR A PLANNER.

4. IDENTIFY WHERE YOU WILL PLACE ALL OF YOUR TASKS

5. IDENTIFY WHERE YOUR CONTACTS (PHONE NUMBERS, EMAILS) WILL GO

6. IDENTIFY WHERE ALL OF YOUR NOTES AND REFERENCE MATERIAL WILL GO

Action Step

Setup your planning systems that your determined in Steps 2-6.

Create a daily schedule and routine for checking your system regularly.

Schedule into your calendar a regular daily or weekly review where you go through your inboxes and clear them.