

Syllabus

Simplified Organization: Work Your Plan will help you create a working planning system so you can see what must be done with less stress and more clarity.

Modules to complete:

- ♥ Establish a master calendar. *Always have one, accurate calendar with you.*
- ♥ Keep lists and notes. *Don't overthink or over organize lists.*
- ♥ Develop your reference storage. *Information needs a home.*
- ♥ Create an interval plan. *Divide your year into blocks.*
- ♥ Activate goals & projects. *Know and use the right terms.*
- ♥ Budget your time. *Limited resources need careful management.*
- ♥ Draw a weekly dashboard. *Personalize an at-a-glance planner page.*
- ♥ Reserve time for a weekly review. *Look at your lists strategically.*
- ♥ Design your daily card. *Keep a smart, doable to-do list.*
- ♥ Perform an evening examen. *Gain perspective & progress with a nightly review.*
- ♥ Work the plan. *Practice the habits that make it all work.*
- ♥ Roll with the punches. *It's not about being in control of life, but of your own responses.*

Complete, at minimum, these 5 essentials:

- ♥ Keep a single, accurate calendar.
- ♥ Do 3 weekly reviews with a checklist.
- ♥ Use a daily card for one week.
- ♥ Complete a time budget.
- ♥ Make a weekly dashboard.