To help you meet your goals, take the time to plan and organize your work. It can be helpful to list the tasks you need to accomplish, and then rank them by importance.

Start by listing everything you need to accomplish today. Include both obligations (that is, tasks you must complete) and tasks you’d like to complete.

After you create your list, examine the items and number them in order of importance. Put the number 1 next to the most important task that must be completed today, number 2 next to the second most important task , and so on. Now you have a plan!

Mrs. Teis