

PLANNING YOUR DAY

**Failing to plan is planning to Fail.
Doing things right the first time saves time.**

1. Turn off the TV and Computer.
2. Make a list of things to do for the day. Keep important things on a calendar.
3. Estimate a time for work to be completed.
4. Decide what really needs done. Put it at the top of the list.
5. Break work down into smaller parts. Pick a part to do and start doing it. It will lead to another part. This helps if you keep putting something off because you don't know where to start.
6. Do the least fun thing first.
7. Try to think ahead to save time. Save items that go to another room until you have several. Saves trips. Take an item with you that you can drop off on your way to another place. Saves another trip.
8. Give jobs to others in the house, even if they don't do it like you would. Ask them to report back to you when finished.
9. Gather supplies needed to complete the task.
10. Check off work from list when accomplished.
11. If something happens that work can not be done, put on the to-do list for tomorrow.
12. Learn to say "NO" to things that keep you from getting things done. Set a certain time for family obligations and fun. Set another time for work to be done.
13. Plan a reward for work done. Knowing the work is done and you did it is a great reward in itself.

Evaluate Yourself.

1. Did I make a list?
2. Did I share work?
3. Did I finish the job?
4. Can I finish the job another time?
5. Did I plan for another task?
6. Did I waste time?
7. Can I do the work more efficiently?
8. What tools do I need to do the job?
9. With what part of the job do I need help?

Source: www.randypaush.com
www.ianr.unal.edu/pubs/homemgt/nf172.htm