

Tips for Getting Things Done

1 FIND A SYSTEM

- a. Write ideas on post-its
- b. Organize in three-ring binders
- c. Sort ideas in a card file box
- d. Create a folder
- e. Keep ideas in sight on bulletin boards

2 CLEAR OUT TIME

- a. Put project time on the calendar
- b. Create a daily routine
- c. Get help if needed
- d. Create daily to-do lists
- e. Set a timer to eliminate distractions

3 GO FOR GOALS

- a. Break down projects into steps
- b. Reward yourself for meeting goals
- c. Find a friend to keep you accountable
- d. Countdown to deadlines
- e. Start today!

