

In *and* Out organizing

HOW TO STAY ORGANIZED

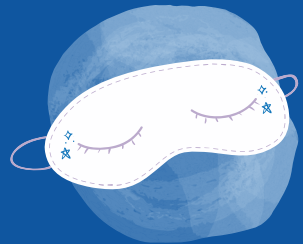
CREATE A TO-DO LIST

Write down everything that needs to get done. Prioritize the list with items that will make the biggest difference in your life and business.



GET GOOD SLEEP

An organized mind loves a good night of sleep. Find routines that allow you to wind down in the evenings and prepare for rest.



USE ONE CALENDAR

Keep things simple by using one calendar. Use segmentation to organize by personal, work, and family schedules.



USE TIME BLOCKING

Use the time blocking technique and map out when you will work on certain projects. This helps make the most of your time.



BATCH PROJECTS

Batch similar projects together. You can knock out all of your planning one day and then execute certain projects on other days.

