



PANDEMIC PROSPERITY #3: Organization

THREE TOOLS TO CREATE STRUCTURE

What don't you seem to have time for?

@WORK _____

@HOME _____

#1 TIME AUDIT

- List fixed (meetings, appointments) activities.
- List essential (mealtime, food prep, showering, drive time, chores) activities.
- How much time is available?

#2 TIME BLOCK

Role	Role	Role
Life Area	Life Area	Life Area
Important Goal	Important Goal	Important Goal

#3 ORGANIZATIONAL HACKS

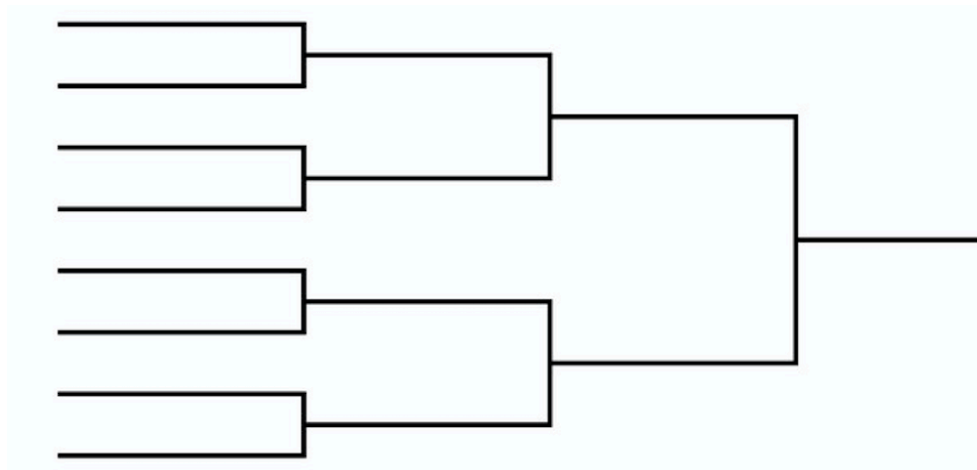
1. _____

2. _____

3. _____

4. _____

5. _____





TIME GRID

RUN AN AUDIT/BLOCK PRIORITIES

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
4:00AM							
5:00							
6:00							
7:00							
8:00							
9:00							
10:00							
11:00							
12:00PM							
1:00							
2:00							
3:00							
4:00							
5:00							
6:00							
7:00							
8:00							
9:00PM							