



Having A Simple Schedule

1. Start with one to five tasks to do each day
2. What is at the top of the list and most important you that you need to get done
3. Put the list somewhere, where you know your gonna see it
4. Start with Google Calendar aswell as a physical diary to plan as I find writing it down helps keep the list in my mind
5. Share it with others, like a colleague, friend or relative who can see that your out and can respond to an email or do a call back when you return
6. What items will take a short time to do and a long time. This will help establish when it is able to realistically get done
7. When you want to take a break and complete your working day
8. Make sure you spend time charging up your devices so they are fully charged when you need to use them
9. Set a time in your day to help be ready for the day, example my wake up time is 5:30am, get dressed around 6:30pm and just so your kids know and my son lives by having a good routine and suits us all (his dad and I)
10. Spend time going over your plans if you need to make adjustments