

brave



where you are

LIFE SKILLS

how to get
organized

Life Skill #6: How to get organized

- 1] Organize for 15 minutes each day. This could mean anything from sorting mail to throwing out mystery foods in the refrigerator. Just 15 minutes a day can make a huge difference over time.
- 2] **3 most important tasks:** Writing down and making mental note of my top 3 tasks to get done for the day. Everything else seems to fall into place if I do that.
- 3] An easy and workable task list, or to do list. Instead of staying up at night with things rotating around your brain—write them down. The list will not only help you sleep but keep you on track with your life.
- 4] Do one thing at a time. And try to ‘do it now’. Whatever is next on the list—just do it. Don’t think about it too much.
- 5] Make use of the word no. Really. You don’t have to do everything.
- 6] Get a calendar and **write in your priorities first**. The things that are most important for your life goals.

*use the blank pages below
to start your lists!*

A series of 20 horizontal dashed lines spanning the width of the page, intended for handwriting practice.

A series of 20 horizontal dashed lines for writing.

A series of 20 horizontal dashed lines spanning the width of the page, intended for handwriting practice.