

7 Tips for Planning Your Day

By Barbara Myers

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In order to accomplish something significant during your day try these 7 tips.

1. Look at your schedule for tomorrow -- meetings, etc., and note your available or "free" time (non-scheduled) time.
2. Think about your priorities for tomorrow -- Is there a project you've been meaning to complete or a pile of paperwork to sort through or a proposal that you need to write? Make a list of those priorities.
3. Schedule time blocks in your day. Do like activities together. Return phone calls together. Check and respond to e-mails only at two or three specific times during the day. Run all errands during one trip out of the office.
4. Plan for tomorrow at the end of today's work day. You will know your schedule and your priorities, and your to-dos are fresh in your mind.
5. Schedule loosely. Leave yourself enough free time to deal with interruptions and emergencies.
6. Make an appointment with yourself for at least 30 minutes each day. Close your door. Work on whatever must be done.
7. Plan on spending five minutes on something you have been procrastinating. The most difficult step of any task you've been putting off is the first step. Generally, once you start, you will not stop after only five minutes.

Barbara Collins-Myers is a professional organizer and author. Enjoy free tips and articles to help you take control of your

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