Organized Audrey LLC

THE FIRST FIFTEEN

Upon arriving at the office, get settled in, say hi to your co-workers, and get yourself something to drink. Once you're settled in at your desk, avoid turning to your email Inbox right away. Instead, spend the **First 15** minutes of your day planning the ***rest*** of your day.

By reviewing your Calendar and your To-Do list, identify three projects that need your time, attention and focus. Make note in the Tier 2 section of things that would be nice to get to if time allows once your top 3 priority items are completed.

Next, make a list of those individuals you need to connect with today, either with an email, phone call or in-person. Identifying these people first thing in the morning will make them a priority in your schedule.

Thirdly, do a quick review of life outside of work, making note of things related to the kids, personal exercise and even what you plan on making for dinner.

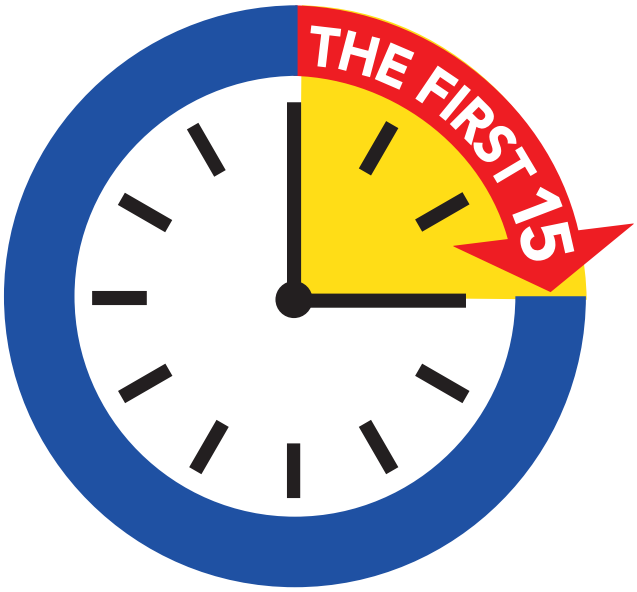
There's also a spot to record random thoughts and ideas as they come up. And they will! This allows you to corral your thoughts so you can stay focused on what's in front of you.

Studies prove that if we write out goals and intentions we're more apt to act on them. And if we put energy and effort into planning out our day, even with the interruptions we know will come, we're more likely to reach our daily goals than if we'd jumped into our day without any thought or planning.

Here's to a productive day!

Audrey Thomas





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TODAY'S PRIORITIES *Projects to focus on*

1.

2.

3.

TODAY'S VIP'S *Those to connect with*

RANDOM THOUGHTS & IDEAS

TIER 2 PROJECTS *If time allows*

PERSONAL

Errands:

Kids' Stuff:

Exercise for today:

Dinner Plans:

Evening Commitments:

Other: