

## — TEN WAYS TO ORGANIZE YOUR TIME —

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1. Keep what you need and dispose of the rest.
2. File the item right after you finish working on the item.
3. Write down your tasks on the calendar instead of on sticky notes.
4. Start your day with the calendar; finish your day with the calendar.
5. Label the file when you start the file.
6. Time yourself to estimate time needed for the future tasks.
7. Set time to clean your desk at the end of each day.
8. Make your list, check your list, and follow your list.
9. Ask for help.
10. Prioritize

