

# Habits

## for keeping yourself organised



### Keep track of your progress

Tick each day that you have practised one/some of these habits  
Or, note the number of the habit for the day

8

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- 1 Use your day planner**  
to match today's priorities with the time you have
- 2 Manage your expectations**  
to match today's reality  
Discuss what's realistic
- 3 Compartmentalise your thinking** - concentrate on one topic at a time
- 4 Please Do Not Disturb**  
Communicate respectfully and negotiate no interruptions
- 5 What do you need to stop doing today?**  
And to start doing?
- 6 Manage yourself to demonstrate patience**  
and see the difference it makes
- 7 Who needs your service today?**  
How will you assist/deliver that?
- 8 What important tasks are falling behind the 'urgents'?**  
Fit one important task in today
- 9 Use your week planner**  
to manage this week's priorities  
What do you need to say no to?
- 10 Eat that frog!**  
Get the worst task out of the way and instantly feel better
- 11 Declutter**  
Free up some space
- 12 Create no-phone zones**  
so everyone can concentrate without pings, beeps or distractions
- 13 Identify your time-wasters**  
How will you manage and eliminate them?
- 14 Do the tasks only you can do**  
Get agreement on how others can do the other tasks
- 15 That task you're putting off?**  
JUST DO IT!
- 16 Explain why you need to say no**  
Be calm, respectful and courteous
- 17 Do 30 minutes of 3 step email action**  
Delete/Reply/File
- 18 Match the tasks you do**  
to your energy levels throughout the day
- 19 Consider the purpose of your job**  
What makes it meaningful for you?
- 20 Know yourself**  
What are you doing too much of / not enough of? Adapt
- 21 Stage your work into manageable time slots today** - and build in breaks
- 22 Make a start**  
on something you keep putting off
- 23 What would give you a sense of achievement today?**  
Make it happen
- 24 Try a new approach**  
What's working for others that might work for you?
- 25 Focus time**  
Switch off your electronic communication for 30 mins - 2 hours
- 26 Identify what specific boundaries you need in place today**  
Keep to them
- 27 If it's unlikely you'll get everything done today** - what would be best to work on first?
- 28 Make a point of finishing something**  
Enjoy that sense of completion
- 29 Switch off and recharge yourself**  
Make this happen when your energy is low
- 30 Get specific**  
Clarify who is doing what task