

How to create daily balance – **I CARE** for balance

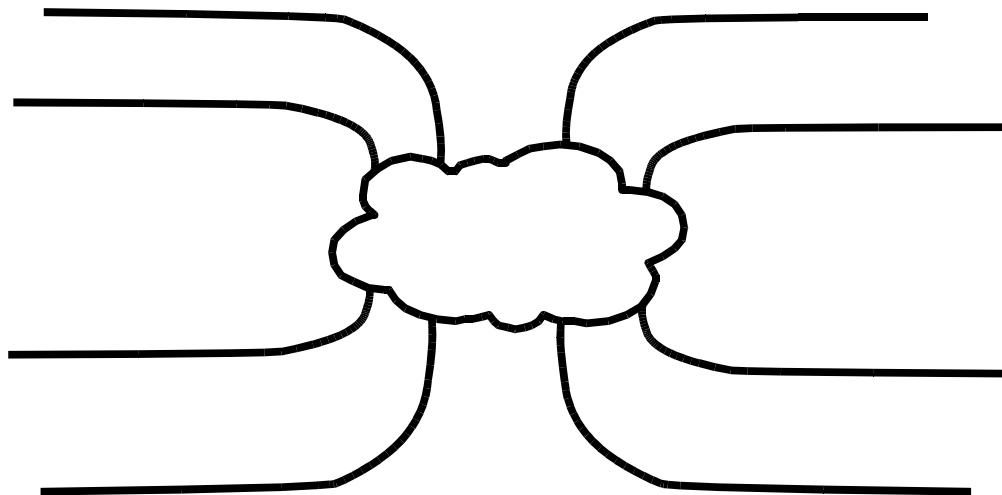
Do this now!

Identify and **C**ategorize:

(What are your needs and tasks for your day? Group like items together.)

(Use the mind map to help you group things together – each arm will have a category of things to do, e.g.

“Marketing,” and off each arm, note the tasks for that category, e.g. “Write newsletter,” “Website review,” etc.)



(Prioritize – ask “Is A more important than B, or is B more important than A?” Write down the top three priorities)

Priority 1:

Priority 2:

Priority 3:

Assign homes:

(Schedule your top 3 priorities for the day, then schedule everything else around your priorities.)

Retrievability:

(Put your schedule where you can access it easily and refer to it often during the day.)

Ease of maintenance:

(Remember to schedule 5 or 10 minutes at the end of your day today to plan for your next day.)