

DAILY CHECKLIST

Support your mental health daily by following this items below.

The more your can accomplish these items within your day the best your time management will become over time. Some of these items are dependent on each other. They are clubbed to support your process.

STEP 1

CONFIDENCE

Build your confidence by completing task. Small wins matter. Ex: make your bed, cook, household chores. These small wins build momentum overtime and create subconscious confidence you can leverage to accomplish large efforts.

BOUNDARY SETTING

Set boundaries for yourself and others. During certain tasks and objectives you may need more focus, less time to do free time, etc. Plan for that and prioritize your boundaries for yourself. Boundaries for others should accommodate your goals. What do you need to get done? How you interact with others should support your objectives. You might find yourself saying 'NO' more if that supports your task and over arching goals. Confidence helps with setting boundaries.

STEP 2

BOOST PRODUCTIVITY

This happens when you plan, prioritize and add value to whatever you need to do in that allotted time frame. Rome wasn't built in a day, neither will your long-term goals. Be patient and take the necessary steps for

AVOID PROCRASTINATION

This is hard to do but it is doable. Count backwards from 5, then do what you need to do. If it's baby steps, that's ok. As long as you're not stagnant.

AVOID MULTITASKING

Reference your calendar list and don't deviate.

STEP 3

ORGANIZATION

This requires strategy. What is valued? How will you prioritize it? What is the plan for it? How will you place your values into action? If you can answer these questions you will be able to organize effectively.

PRIORITIZE YOUR DAY VISUALLY

Ex: calendar, whiteboard, notes, etc.

TIME BLOCKING

Time block your calendar. Be honest on how long it will take you to complete the task. (Block time by: hours, days, weeks, months, years)

SCHEDULE APPROPRIATELY

Your list of 'TO DO's' should be referenced in your calendar. Some items will be tasks for the hour, the week, the month and annually. You want to give yourself enough time to complete the processes and fulfill the objectives to reach your ultimate goals.

PLANNING

Reference your list on your calendar, phone, etc. And prioritize what is important and plan to accomplish those things.