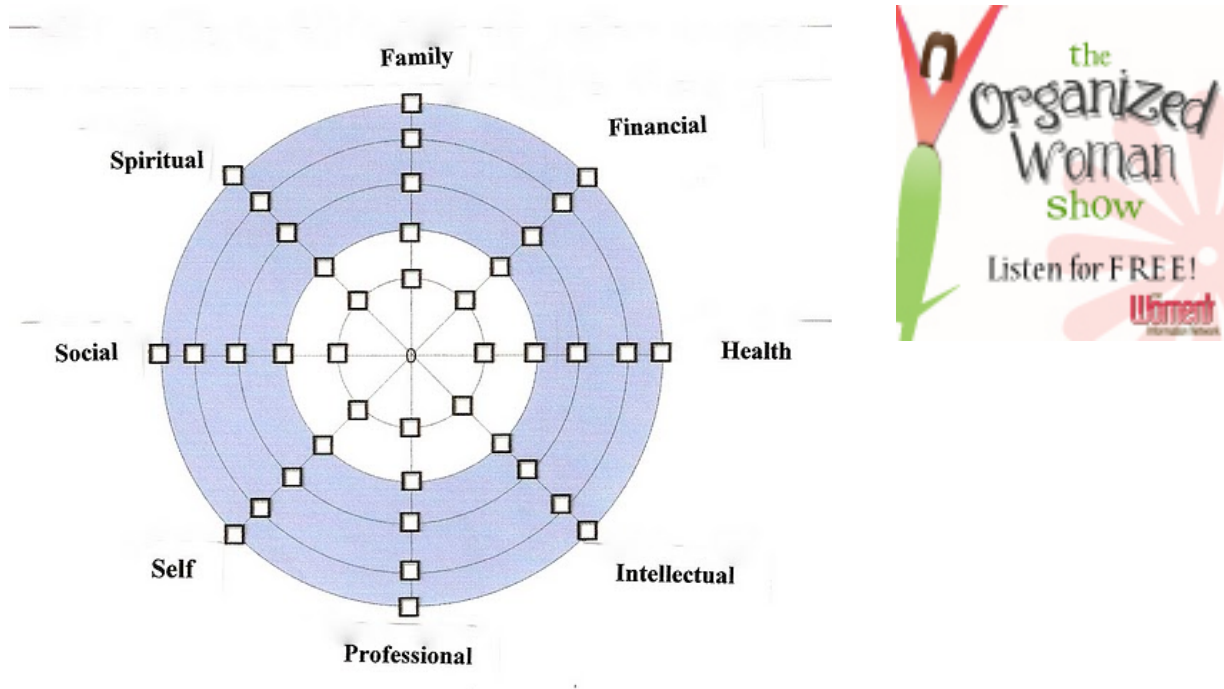


“Schedule 10 minutes a week to PLAN for a Better Balanced Business Life.”

--Vicki Winterton, professional organizer / productivity coach & co-host of www.TheOrganizedWomanShow.com online



HOW do I include all 8 life categories?

Plan your UPCOMING week by investing 10 minutes the Friday before.

Schedule into your to-do list ONE selected life category per day and invest up to 1 hour.

*Make sure your selected life area becomes **one of your top 3 priorities** that day.*

Because there are 8 life categories and only 7 days in a week, you will need to combine 2 categories together one day each week.

Another great idea



3 Things I will START DOING to bring greater balance into my Life	Starting When?	5 Things I will DELETE from my task list OR DELEGATE to others	Starting When?
XXXXX	XXXX		
XXXXX	XXXX		