Step 1: Prioritize

Priority Inventory

Task/Project	Important?	Urgent?	Action
			Both → Get it done now! Only important→ schedule/organize time Only urgent → try to delegate Neither → reflect & discuss w/mentor
			Both → Get it done now! Only important→ schedule/organize time Only urgent → try to delegate Neither → reflect & discuss w/mentor
			Both → Get it done now! Only important→ schedule/organize time Only urgent → try to delegate Neither → reflect & discuss w/mentor

Break Down Complex/Large Tasks into "Doable To-Do-Lists"
Step 1:   _____
Step 2:   _____
Step 3:   _____
Step 4:   _____
Step 5:   _____

Step 2: Optimize

Identify the time of day where your mental and physical energy are highest.
Automated Morningness-Eveningness Questionnaire:
http://www.cet-hosting.com/limesurvey/index.php?sid=61524

Schedule and use this time of day for hardest/most mentally demanding tasks

Limit working on any individual task or project to 25-30 minute blocks & take breaks:
- Pomodoro technique – set timer to work in 15-30 minutes blocks
- Sit – stand – move

Step 3: Organize

Tips that I will try to help improve my organization:

Key Tips:
- Put your "Doable To-Do List" in your calendar
- Create a schedule for each day of the upcoming week
- Review your schedule to find "down time" that you can take advantage of

Step 4: Minimize (interruptions) – space for note-taking below

Email Management Tips:

- Schedule time to check email (not 1st thing in morning)
- Email responses - Touch once and keep brief
- Organize Inbox with folders; consider creating rules to pre-sort emails (see below)

Manage Outlook email messages by using rules - Design a custom rule

1. Click the **File** tab.
2. Click **Manage Rules & Alerts**.
3. In the Rules and Alerts dialog box, on the **E-mail Rules** tab, click **New Rule**.
4. Under Start from a blank rule**, click either Check messages when they arrive or Check messages after sending**.
5. Click **Next**.
6. Under Step 1: Select condition(s), select the conditions that you want the messages to meet for the rule to apply.
7. Under Step 2: Edit the rule description, click an underlined value for any condition that you added, and then specify the value.
8. Click **Next**.
9. Under Step 1: Select action(s), select the action that you want the rule to take when the specified conditions are met.
10. Under Step 2: Edit the rule description, click an underlined value for any action that you added, and then specify the value.
11. Click **Next**.
12. Under Step 1: Select exception(s), select any exceptions to the rule, and then click **Next**.
13. Under Step 2: Edit the rule description, click an underlined value for any exception that you added, and then specify the value.
14. Click **Next**.
15. Under Step 1: Specify a name for this rule, enter a name.
16. Under Step 2: Setup rule options, select the check boxes for the options that you want.
17. If you want to run this rule on messages that already are in the Inbox, select the Run this rule now on messages already in "Inbox" check box.
18. By default, the new rule is turned on. To turn off the rule, clear the Turn on this rule check box.
19. To apply this rule to all email accounts set up in Outlook, select the **Create this rule on all accounts check** box.
20. Click **Finish**.

For more tips:https://support.office.com/en-ca/article/Manage-email-messages-by-using-rules-50307363-0e79-4f6a-95c0-04b922a2ff13