

How to Increase Structure

Many tools and methods are valuable in helping you to develop increased structure in your life:

- Lists—such as daily, weekly, monthly “to do” lists
- A weekly/daily schedule
- A calendar
- A basic filing system
- Writing down important items
- Prioritizing tasks and things to do
- Breaking down large projects into small chunks or steps
- Reflect on your goals regularly and track you progress
- Scan your calendar or schedule daily and revise as necessary
- Post reminder notes in a visible location such as a bulletin board, mirror, refrigerator, etc.
- Organize you workspace
- Roladexes, bulletin boards, “in-out” boxes, a computer system, alarm watches, etc., etc.

Structuring Tips:

- Get help with getting and staying organized.
- Take 15 minutes of beginning of each day for planning the day.
- Plan your day and follow your plan.
- Break large tasks into chunks. Establish a time-schedule for each.

- Keep your schedule with you and refer to it. When you take on a new task, put it in the schedule.
- Don't be overly "reactive." Don't abandon plans and priorities easily when other things come up.
- Categorize tasks as A-B-C priority.
- Give yourself deadlines.
- Build rewards in for yourself.
- Write things down that you think of so it won't distract you.
- Do it now. Have an "automatic attack attitude." Don't allow procrastination.

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