

Working From Home



SUCCESS GUIDE

Tips for Success

Are you feeling distracted while working from home?
Use these three tips to schedule your way to success!



Tip 1

SEPERATE WORK AND PERSONAL TASKS

Tip 2

PRIORITIZE THE WORK TASKS.

Tip 3

CREATE A SCHEDULE TO FOLLOW DAILY.

Daily Task Dump

Which tasks do you need to complete today? Brain dump everything that you can think of here.



NOTES:

Task Sorting Guide

Use this diagram to sort tasks.
Put work tasks in the work
bubble and personal tasks in
the home bubble.



WORK



BOTH

NOTES:

Daily Planner

Use your task sorting guide to make a plan for today. Be sure to put your heaviest tasks in the right places.

TODAY'S SCHEDULE

6-7 AM

7-8 AM

8-9 AM

9-10 AM

10-11 AM

11-12 AM

12-1 PM

1-2 PM

2-3 PM

3-4 PM

4-5 PM

6-7 PM

7-8 PM

8-9 PM

DAILY AFFIRMATION:

FOR TOMORROW:

NOTES:

