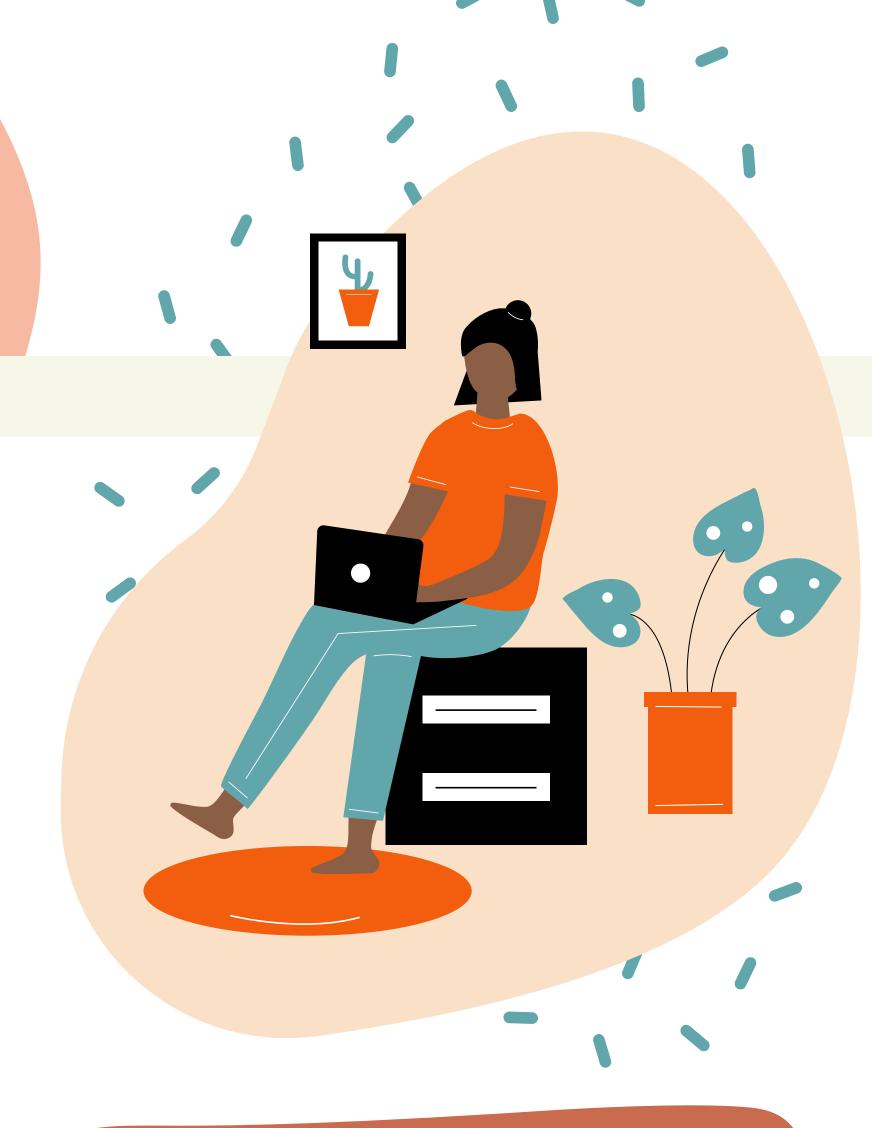
Working From Home



SUCCESS GUIDE

Tips for Success

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



Tipo 1

SEPERATE WORK AND PERSONAL TASKS

Tipo 2

PRIORITIZE THE WORK TASKS.

Tip 3

CREATE A SCHEDULE TO FOLLOW DAILY.



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





NOTES:



Use this diagram to sort tasks.

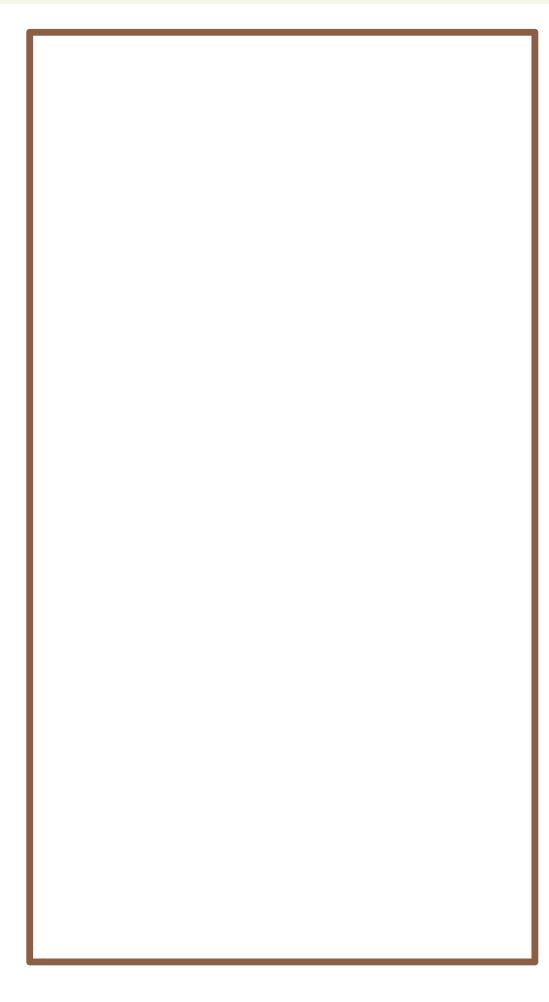
Put work tasks in the work

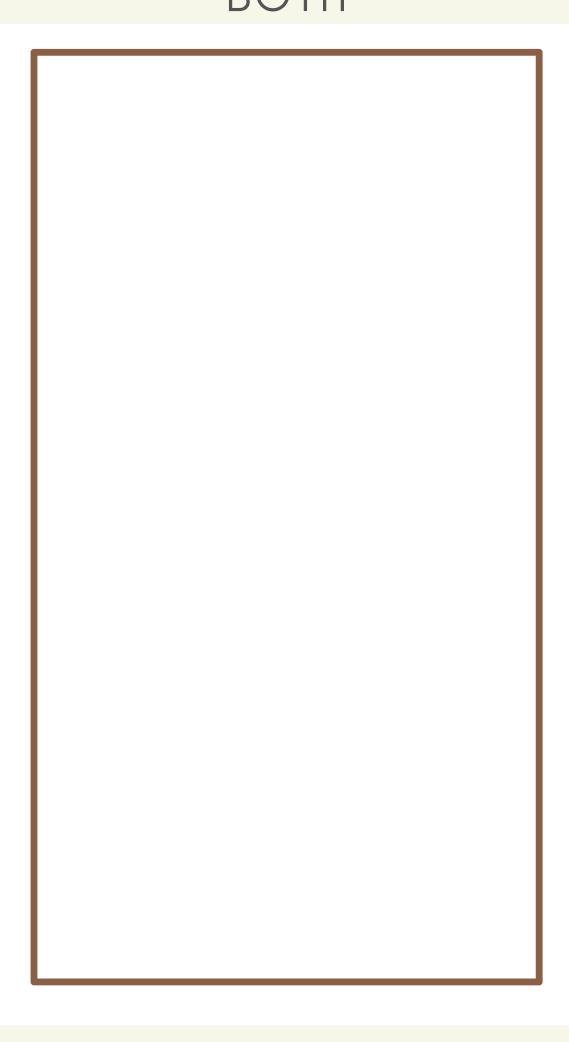
bubble and personal tasks in
the home bubble.











NOTES:



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:





NOTES: