

Guide

Creating Schedules & Systems



Build Effective Productivity Systems
Unique to Your Life!

Creating Schedules & Systems

Buckets → Categories of Work



What are YOUR Categories of Work?

What are the different facets of your life?

Example: Appointments
Personal
Family & Friends
Housework
Social & Fun
Professional
Making Art
Social Media

My Buckets

My Buckets

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Type

→ Types of Work



What are YOUR Types of Work?

Do these categories resonate, or do you have others?

1. **Ongoing**: repeated tasks that come up habitually
2. **Events**: big one-of-a-kind projects/events
3. **Backlogs**: catch up work
4. **Asset Building**: creating new work

Bonus → align with your **energy levels** and determine the best time of day to schedule specific types of work.

My Types

Creating Schedules & Systems

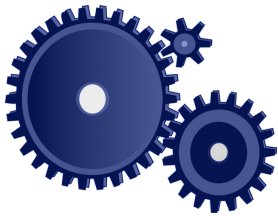
Tools



Select the right **Tools** for the job!

- To-Do Lists
- Planners
- Calendars
- Post-its
- Task Apps

Systems



Create **Systems** to save time & energy!

- Tiered Planning
 - Yearly, quarterly, monthly, weekly
- Break it Down
- System Checklists
- Time Blocking
- Brain Dump
- Make it Fun!

Evaluate



Evaluate Your Progress!

- What IS working?
- What is NOT working? Why?
- What could be better?
- Are are all my needs addressed?
- Is this helping?