

KEEP IN MIND THAT...

- KEEP YOUR LONG - TERM GOALS IN MIND, AND ACT ACCORDINGLY.
- NOT EVERYTHING ON YOUR TO - DO LIST IS URGENT AND IMPORTANT.
- YOU SHOULD ACCEPT HELP FROM OTHERS SO THAT YOU CAN ACCOMPLISH YOUR GOALS.
- IF YOU GET SIX THINGS ON YOUR LIST DONE IN ONE DAY, YOU ARE ACCOMPLISHING A LOT.
- THERE IS ONLY SO MUCH YOU CAN ACCOMPLISH IN ONE DAY, AND IT IS USUALLY LESS THAN YOU AIM FOR.
- IF YOUR SYSTEM ISN'T WORKING, FIGURE OUT WHY, FIX IT, AND TRY AGAIN.
- YOU NEED TO LOOK AT TOMORROW'S SCHEDULE TODAY.
- YOU NEED TO LOOK AT TODAY'S SCHEDULE TODAY!
- IF YOU DO IT NOW, YOU WON'T HAVE IT HANGING OVER YOUR HEAD LATER.
- IT IS LIKELY THAT SUPERWOMAN GETS MORE SLEEP THAN YOU DO.
- BELIEVING THAT YOU WILL NEVER BE ORGANIZED IS A SELF-FULFILLING PROPHECY.
- BELIEVING THAT YOU CAN BE ORGANIZED IS ALSO A SELF-FULFILLING PROPHECY.
- REMAINING IN "VICTIM" MODE WILL ALWAYS PREVENT YOU FROM LIVING YOUR DREAMS.
- JUST BECAUSE TODAY SEEMS A MESS, IT DOESN'T MEAN THAT TOMORROW CAN'T BE PRODUCTIVE. THE IDEA IS THAT MOST DAYS ARE WELL PLANNED AND ACTED UPON.

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