

flow

Having a hard
time with the
new school year?
Me too. Lucky
you, though,
because it's
time for

FLOW LIFE SKILLZ!

Today we're talking
about:

How to Stay
Organized!



Sounds boring? I know.
You may think you don't
need help with this now,
but in a week when
you're trying to remember
what's due tomorrow &
you have no idea
since you didn't
write it
down?

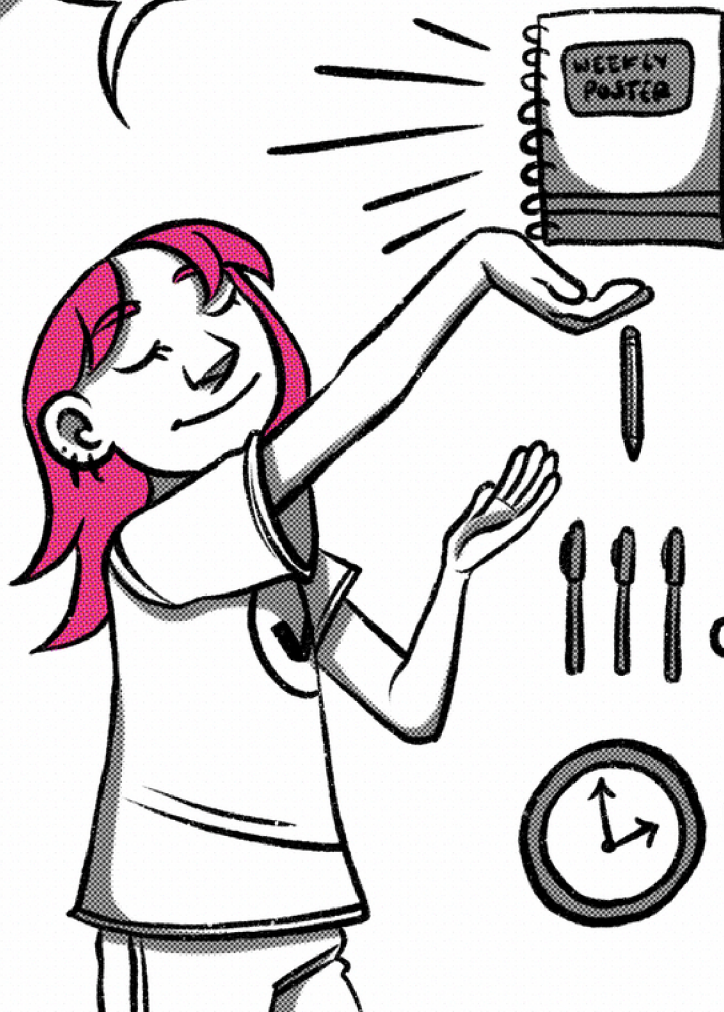
WE HAD A
TEST TODAY?

Yeah.

Exactly.



So. How to stay organized with school, work, whatever. First, you'll need:



□ A PLANNER
(A BLANK
NOTEBOOK
WORKS TOO)

□ A PEN/PENCIL

□ 3 DIFFERENT
COLORED HIGHLIGHTERS

□ LIKE, 5 MINUTES
OF YOUR DAY

MONDAY

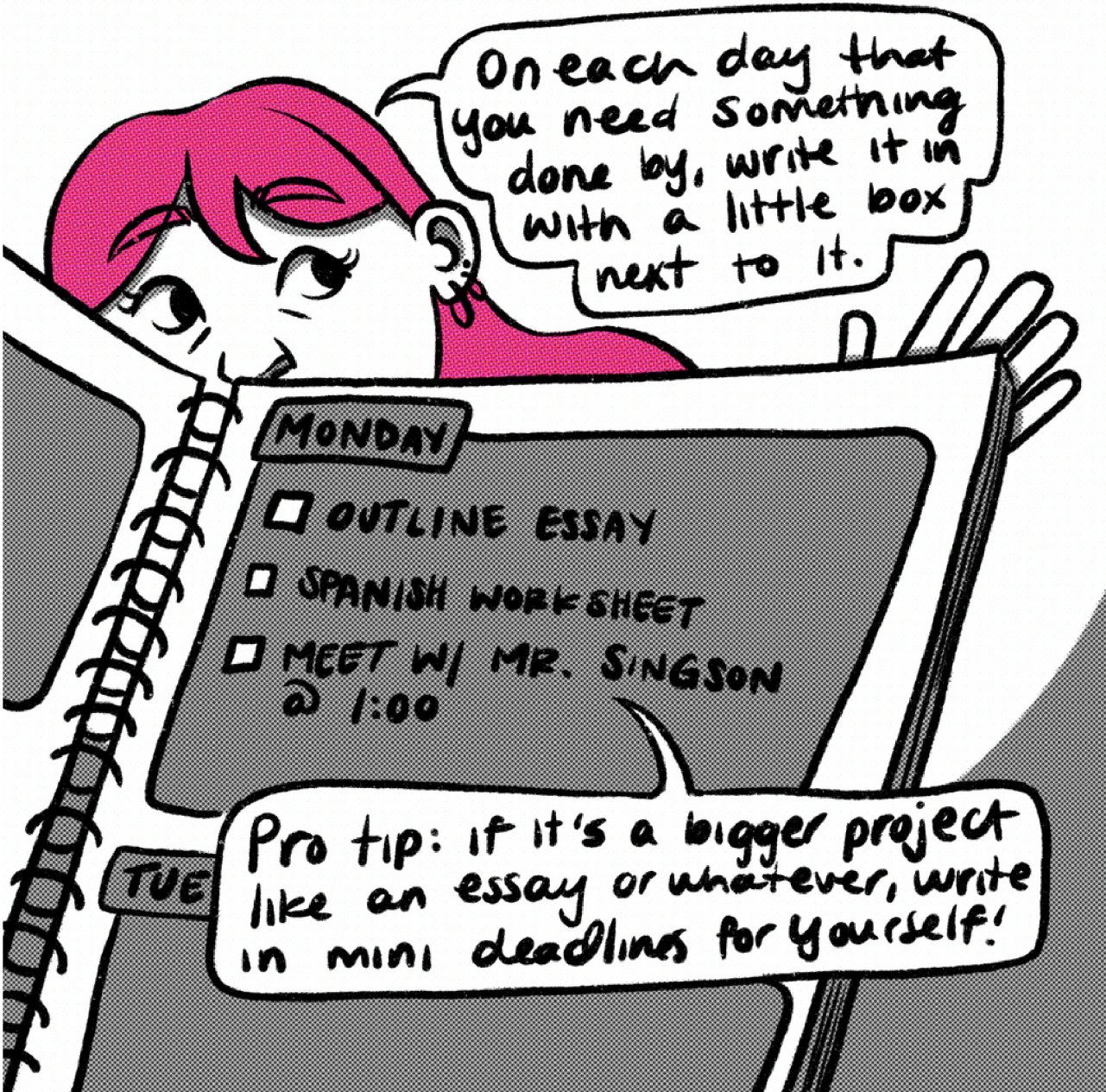
Then, at the beginning of your school/work week, look at your planner's week layout.



TUESDAY

(If you have a blank notebook, write the week at the top of your page, then each day with some space between.)

WEDNESDAY



On each day that you need something done by, write it in with a little box next to it.

MONDAY

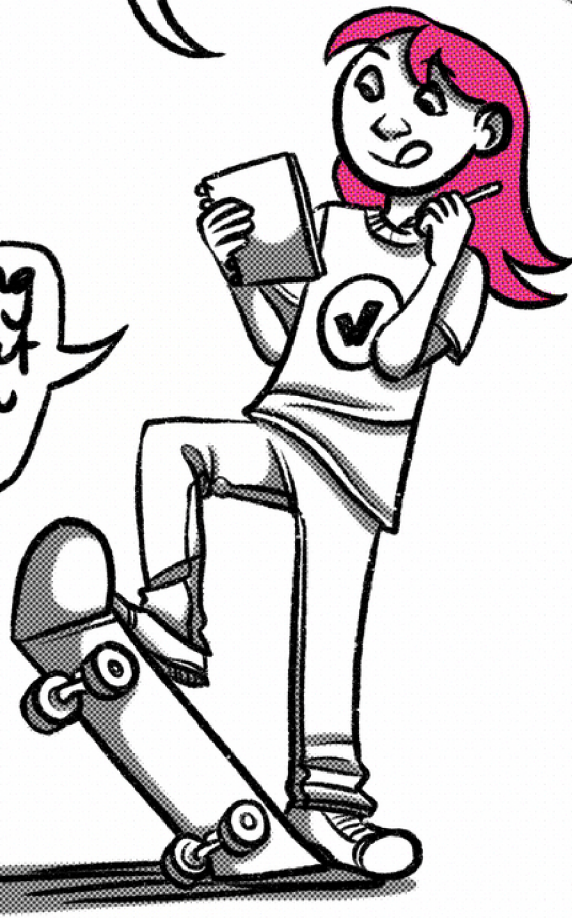
- OUTLINE ESSAY
- SPANISH WORKSHEET
- MEET W/ MR. SINGSON @ 1:00

TUE

Pro tip: if it's a bigger project like an essay or whatever, write in mini deadlines for yourself!

Then, pick which of your highlighter colors will represent low, medium, & high priority tasks.

Mark everything you wrote! That way you know what's most important.



As your week goes, add things as they come up & highlight as needed! Welcome to your holy grail to-do list!

You can do this on Google Calendar or whatever too but its less satisfying to check the boxes!



Trust me, this thing
is key to staying on
top of your work.
The more you do it,
the more you'll find
out what works for you.

Speaking of which,
looks like I have some
homework I gotta do.
See ya next time
on **FLOW LIFE SKILLZ!**

