5 WAYS TO STAY ORGANIZED 1N 2016



Drink less coffee, and more water.

> Leave "Do Not Disturb" mode on until to-do list is finished for the day.

TO OO. (for the week of 1/4 - 1/10) Finish organization infographic D Publish blog post Read chapter 1 in textbook Finish lab assignment

Make lists and keep track of what's left to do.

| January | January | |
|---|------------|---|
| Monday Lunch with Jack at 2 pm | 7 Thursday | Plan things out in advance. Buy an agenda and stick to it. |
| esday | 8 Friday | |
| | | |
| ednesday ting with Jen, 12:30pm in rm 12 | 9 Saturday | 10 Sunday |

