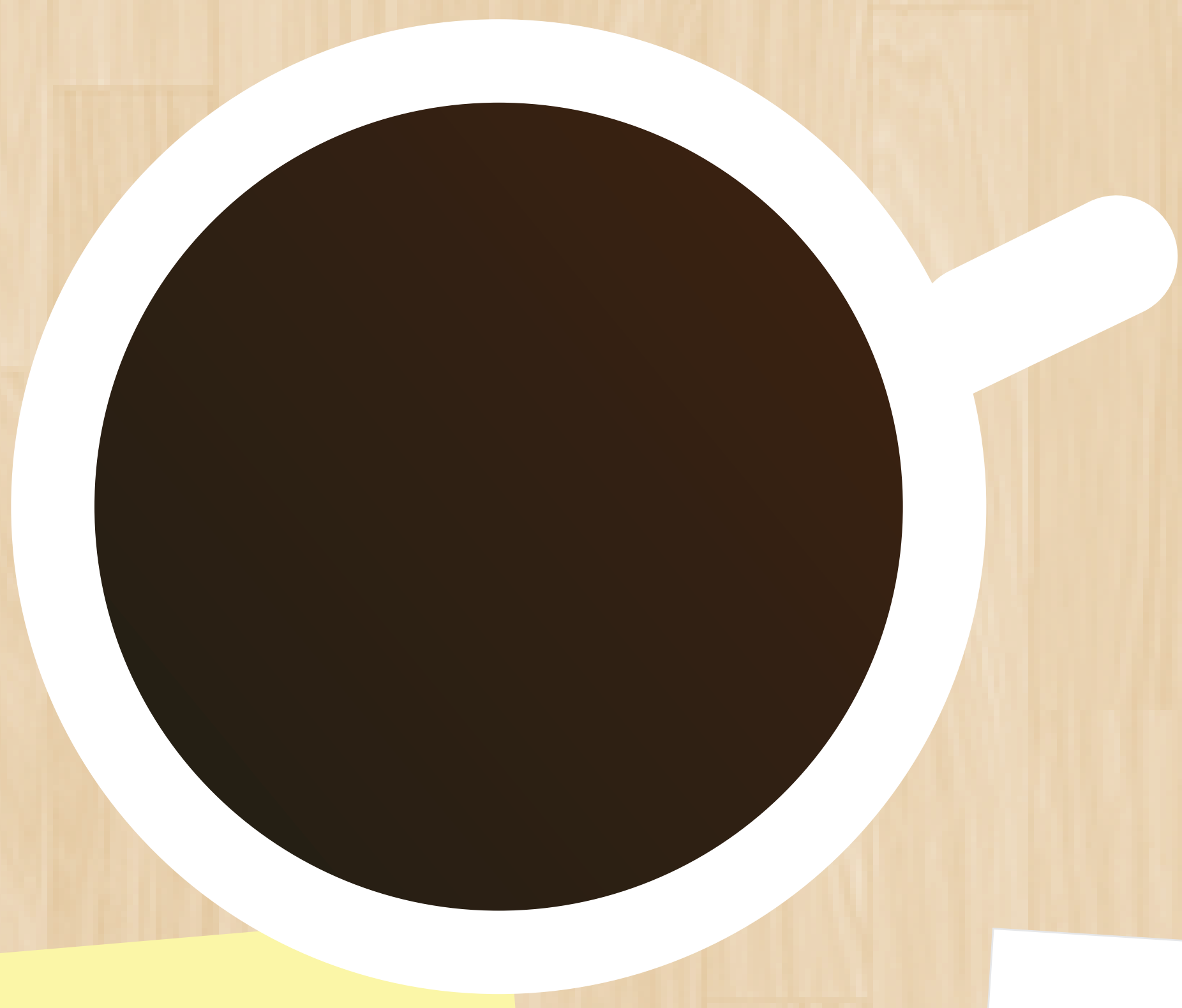


# 5 WAYS TO STAY ORGANIZED IN 2016



Note to self:

Drink less coffee,  
and more water.



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

To do:  
(for the week of 1/4 - 1/10)

- Finish organization infographic
- Publish blog post
- Read chapter 1 in textbook
- Finish lab assignment

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



If you need a  
work break,  
read or doodle.

