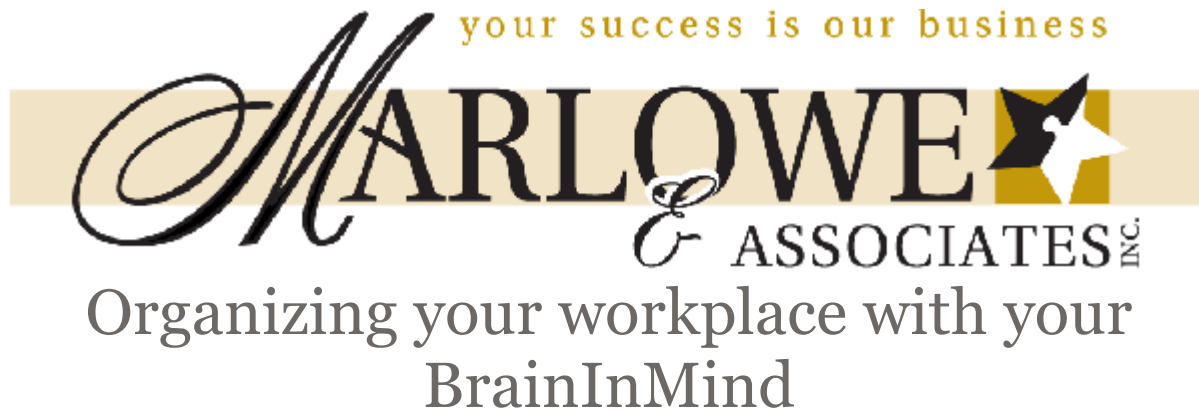


Alita Marlowe Bluford

Subject: July 9 Review your to do list



Business Efficiency Consultants

July 9, 2008

Review your To Do List



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Marlowe & Associates specializes in the design and development of programs and processes to enhance time management, staffing, information flow, space efficiency, inventory control and reduce procrastination.

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Do you ever wonder if you will get it all done? Guess what? The answer is 'NO'. You can't, nor must you, get it *all* done. The key to feeling in control of your workday is to be clear about what must get done now, what can wait, and what can be skipped.

Did you know...

- A major reason why our to do lists don't become done lists is because the to do items never make it to your calendar?
- Many people suffer from chronic 'being too niceness'? Are you saying 'yes' to things that shouldn't even be on your list?
- Many things on your list can be delegated, or left to ripen at which point the reason to do them no longer exists.

Help is here...

- Organize your to do list according to the next action required: to call, data entry, cards to send, to file.
- Schedule time each day to **DO** your to do's!
- Periodically, unemotionally analyze what routinely isn't getting completed. Figure out why and devise a solution.
- Perhaps you are an auditory learner and would benefit from using a digital recorder to

**your workplace with your
..... *BrainInMind*.**

capture your to do's instead of a written list. Be sure you are capturing your to do items in a way that is consistent with your brain's preferred style of learning. [Realizations, Inc., Arlene Taylor PhD.](#)

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