

SORT IT OUT



**NOT EVERYTHING DESERVE THE
SAME AMOUNT OF ENERGY.**

MUST DO

Time-sensitive or required

SHOULD DO

Important, but not urgent

COULD DO

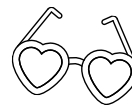
Helpful when time allows

LET IT GO

Not necessary
right now



MY BRIGHT GOAL



This year, I want to improve:

Why this matters to me:

One small action I can repeat:

I will know it is working when:



EXAMPLES TO INSPIRE YOU



Leave closer to contracted time

Assess in shorter batches

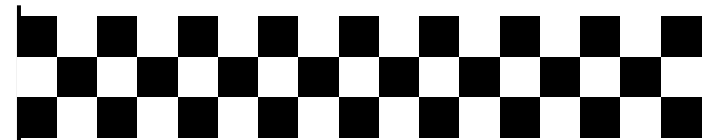
Organize one space at a time

Create a weekly planning routine

Say no to unnecessary extras

Leave closer to contracted time

Protect time for what matters



**ROLLING INTO A
BRIGHTER YEAR
WITH
ORGANIZATION!**



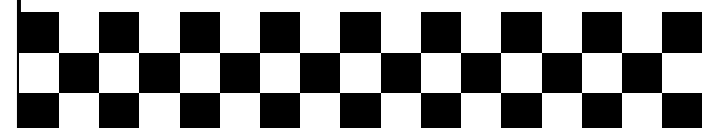
SMALL SYSTEMS. CLEAR PRIORITIES. MORE ROOM TO BREATHE.



Organize your time and energy!

Name: _____ 

My Word for the year:



MAKE IT EASIER

1

CHOOSE A TIME
When will I do it?



3

CHOOSE A CUE
What will remind me?



2

CHOOSE A PLACE
Where will supplies
or papers live?



4

KEEP IT SIMPLE
What is the smallest
version I can maintain?



MY ROUTINE:

EVERY _____,
I WILL

MATERIALS I NEED:

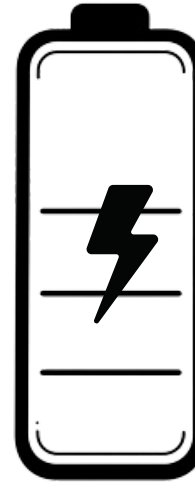
MY REMINDER WILL BE:



WHAT HELPS ME STAY BRIGHT?

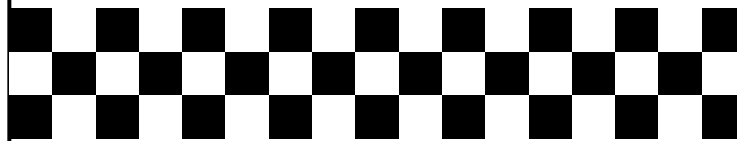


- Planning time
- Lunch
- Contracted hours
- Family
- Sleep
- Creative time
- Movement
- Quiet time
- Time with colleagues
- Clutterfree workspace



THIS YEAR, I GIVE MYSELF PERMISSION TO:

ONE THING I CAN STOP DOING:



PAUSE. REFLECT. RESET.

WHAT IS WORKING?



WHAT STILL FEELS DIFFICULT?



WHAT IS ONE ADJUSTMENT I CAN MAKE?



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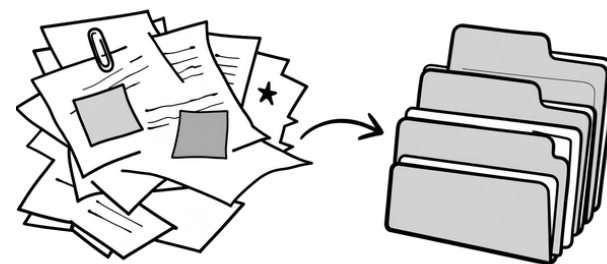
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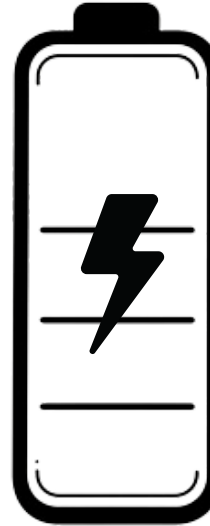
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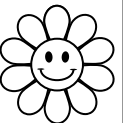
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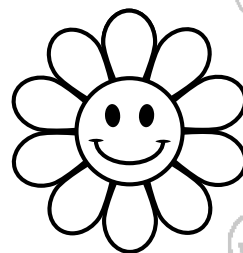


WHAT IS ONE ADJUSTMENT I CAN MAKE?





DO
now



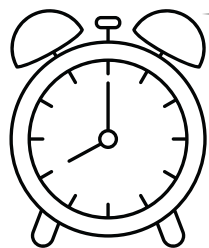
BRIGHT
idea



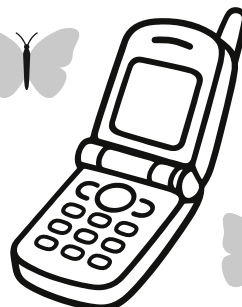
ASK
someone



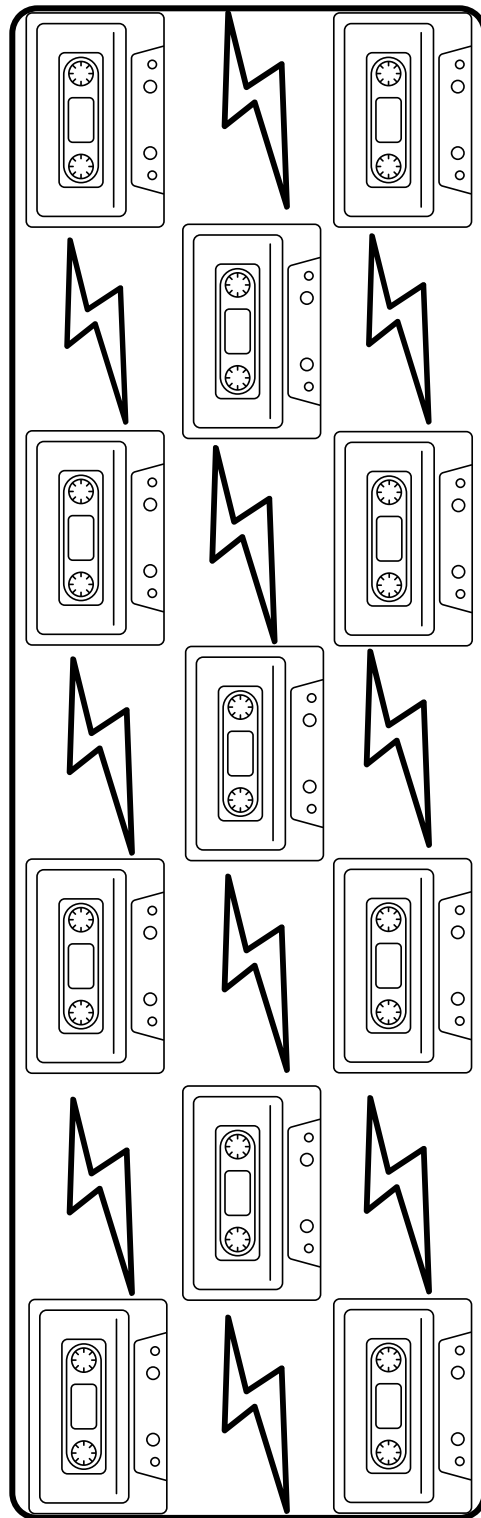
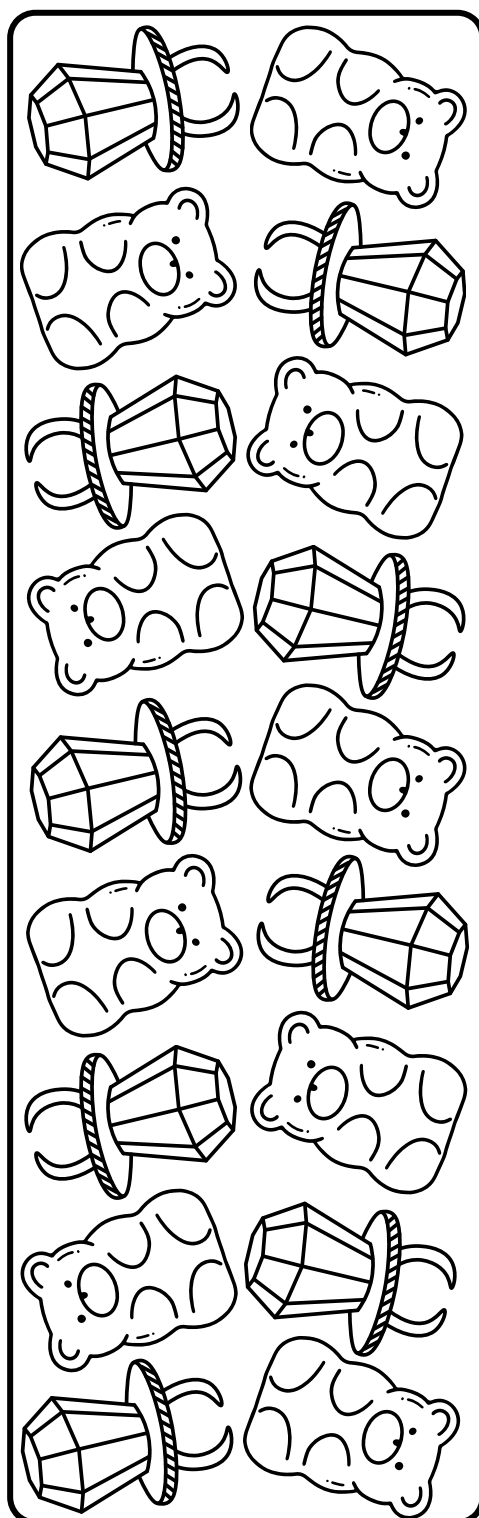
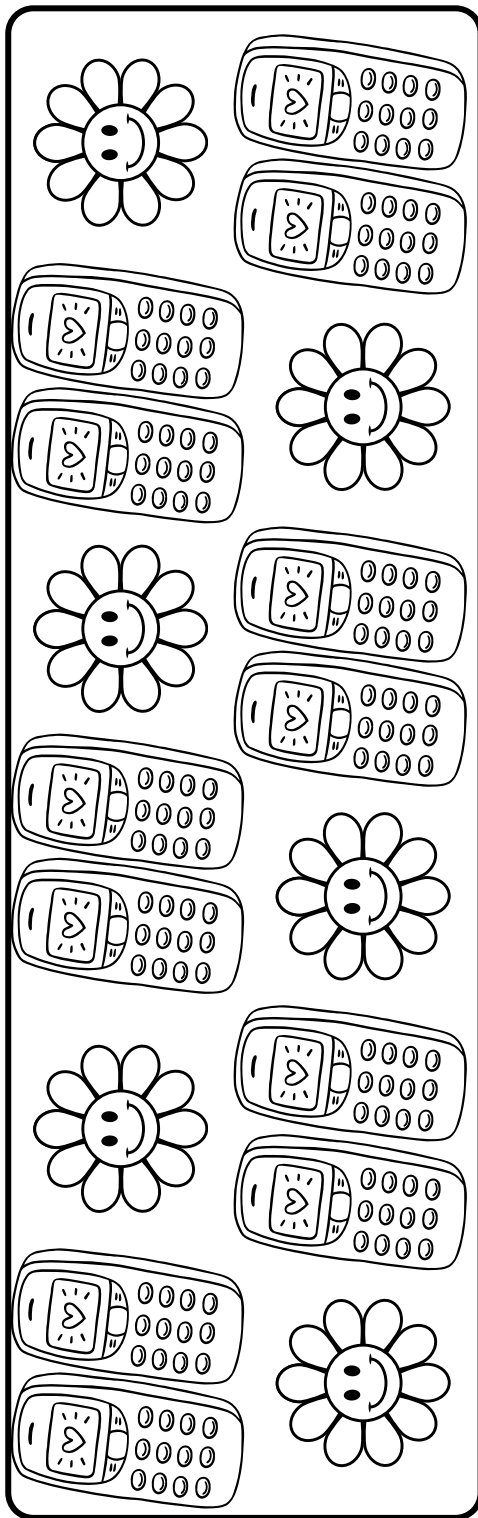
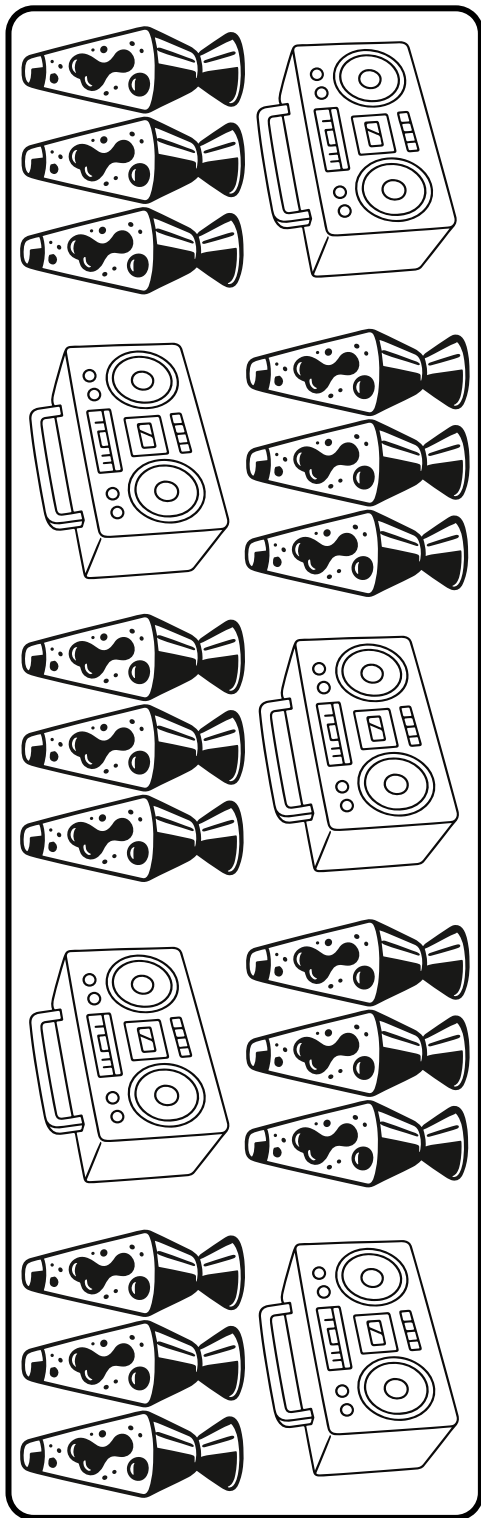
WAITING
for



LET IT
go



DO
later



Friday Reset

Date / /

☒ YOU'VE GOT THIS!

- ☐ CLEAR ONE SURFACE
- ☐ REFILL SUPPLIES
- ☐ PREPARE MONDAY MATERIALS
- ☐ CHECK THE CALENDAR
- ☐ MONDAY'S TOP 3 TO DO'S
- ☐ WRITE A POSITIVE NOTE HOME
- ☐ PUT GRADES IN
- ☐ UPDATE CALENDAR
- ☐ REVISE WEEKLY SLIDES
- ☐ PLUG IN DEVICES

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

☒ YOU HAVE DONE ENOUGH!

Date / /

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