



DIGITAL *to-do list*

- ▷ The Digital Tool **MUST**
 - ▷ Communicate with your email platform
 - ▷ Sort by due date
 - ▷ Allow for repeating tasks
 - ▷ Have a note section for each task
 - ▷ Have a search feature
 - ▷ Sync across all devices
 - ▷ Allow you to quickly and seamlessly add tasks
 - ▷ Delegate tasks
 - ▷ Examples: Toodledo, Todoist, gQueues, Outlook
- ▷ Evernote
- ▷ Bullet Journals
- ▷ Organization of paper document tasks

AN IN-BOX WITH FEWER THAN 5000 MESSAGES?

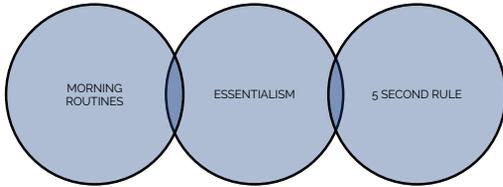
ORGANIZATION

- ▷ Try to maintain healthy email habits
 - ▷ Email Processing Times
 - ▷ Keep to the Email Process
 - ▷ Keep emails short - if it's longer than a few sentences maybe it's not for email!
 - ▷ Keep only unread emails in your inbox
- ▷ Keep Email Organization Simple
 - ▷ Only 2-3 sorting files (i.e by year)
 - ▷ .2018-19 (put the . at the beginning of the file you want to be first on the list)
 - ▷ You can use the email search features for emails that you need to find
 - ▷ Star those you will need quickly in near future (i.e. hotel confirmations)

EMAIL PROCESS

- ▷ Do it
- ▷ Schedule it
- ▷ Send it to a task
- ▷ Save it in a file
- ▷ Delete it
 - ▷ Spam
 - ▷ Sales emails
 - ▷ Etc...

SELF CARE *ideas*



thanks!
ANY QUESTIONS?

You can find me at:

 @lschofieldsmith
esmith@rs-wolves.com

Resources

- ▷ Covey, S. R. (2004). *The 7 habits of highly effective people: powerful lessons in personal change*. New York: Free Press.
- ▷ www.frankbuck.org
- ▷ Buck, F. (2016). *Get Organized, Time Management for School Leaders*. New York: Routledge.
- ▷ McKeown, G. (2014). *Essentialism: the disciplined pursuit of less*. First Edition. New York: Crown Business.
- ▷ Robbins, M. (2017). *The 5 second rule: transform your life, work, and confidence with everyday courage*. United States of America: Savio Republic.
- ▷ Elrod, H. (2016). *The miracle morning: the not-so-obvious secret guaranteed to transform your life before 8AM*. [Temecula, Calif.]: Hal Elrod International.

KEY TAKE AWAYS

THINGS I WANT TO TRY

MAKE TODAY
~~SO~~ AWESOME
YESTERDAY
gets JEALOUS

RESOURCES TO KEEP IN MIND

IDEAS TO THINK ABOUT