

# Organizing Your Day

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If you are looking to organizing your day, to work out what you need to do, then this questionnaire will help focus your mind into taking action.

1. Have you any appointments that you need to remember to put into your planner?
2. What are you planning to eat today?
3. What must you complete today? What is your top priority for today?
4. Can you break the above task down into smaller chunks of work?
5. What are you doing for yourself today?