5 TIPS for Effective Planning & Prioritising

1. **Get it out your head.**

Don't tax your working memory - rather get your plan out on paper where you can see it every day.



2.Use a schedule system.

Whether you like digital or physical schedulers, make sure you plot out your tasks by time once you have prioritised.



3.Energy Zones.

Plan your most cognitively demanding tasks for when you usually have the most energy.



4. Breaks/Downtime & Transition Time

When plotting out your day, don't forget to schedule in breaks (movement & eating) as well as transition time between tasks.

5.Timers & Reminders

When planning your tasks, don't forget to set alarms/reminders - with transition/travelling time in mind - to be on time!

