

Brain-based Planning Workbook

Visual Tools and Strategies

By Mary Ellen Baker

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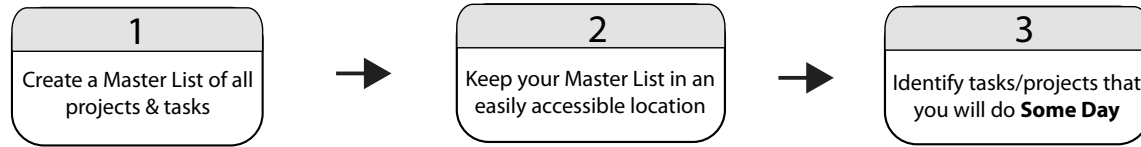
For more information about executive function skills and
brain-based time management, organization, planning & mindfulness
visit TheTimeProfessionals.com

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Check In

It is challenging to plan effectively because:

Clarify and Organize All Your Tasks



Master List - Work projects/tasks:

Master List - Personal projects/tasks:

2

Keep your Master List in an easily accessible location

3

Identify tasks/projects that you will do **Some Day**

11.09.23P

Break Your Project Into Steps

Small in action • Small in time

I tend to avoid these projects: _____

Working Efficiently

Multitasking

My takeaway:

Interruptions & Distractions

My takeaway:

12.01.21P

What does my brain need to work in a focused manner?

Getting to the Finish Line

1

2

3

4

12.01.21.P

*If you don't know where you are going,
you'll end up someplace else.*

~ Yogi Berra

Mindfulness

Being present



*Mindfulness is simply being aware of what is happening right now
without wishing it were different.*

~ James Baraz

2.29.20.P

Start Date: _____

Scheduled Commitments This Week

End Date: _____

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Start Date: _____

Unscheduled Weekly To Dos

End Date: _____

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Notes/Misc:

Check Out

What new tool or strategy will I use immediately?

The brain doesn't timestamp, categorize or prioritize.

11.28.18-TM