

TRAINING PLANNING FOR SUCCESS

MARCH 2021



OBJECTIVES

- Why preparing and planning is critical
- How to develop a strategy for success
- Tips for staying more organized to combat being overwhelmed



Explore the secrets behind being more organized and more efficient to help combat and reduce being overwhelmed.



CONSIDER

How would you describe your organizational skills?

- Very organized
- Reasonably organized
- Not very organized
- Not at all organized

THINK ABOUT

- How does your answer affect your stress levels?
- Why is planning so critical to prevent yourself from being overwhelmed?



THE SIX RULES





PLAN TO **SUCCEED**

- Write things down
- Make schedules and deadlines
- Don't procrastinate
- Give everything a home
- Declutter regularly
- Keep only what you need
- Know where to discard items
- Stay away from bargains
- Delegate
- Work hard



QUESTION

What will you do to become more organized?

THANK YOU
ANY QUESTIONS?

