



Checklist 2 - Breaking Down Your Daily Plan

Project Name: _____

Date: _____

Yes No

It gets stressing when loads of work accumulates, and you have no plan on how to deal with it. So dividing such load into small bits is the most effective step one can take. Do you want to know how to break down your daily plan into small bits that will help you in getting more organized? See the steps below:

Develop a morning habit:

1 The first and the essential step is to develop a routine, especially a morning routine. Wake up early and organize your work for the whole day.

2 Now divide your goals for the day into different parts and assign these to each hour in the morning.

3 Take a look at your calendar that you've set for your day and get an idea about your schedule.

Start with small tasks:

4 Now the wisest thing to do is to break down your daily plan into a different task. Start your day with a small task that you might not want to do. This will help you get rid of laziness.

5 You, don't have to keep working the whole day. Take the middle of the day off and give time to yourself. This should be part of your daily plan.

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Scheduling the meetings:

6 As the meetings are an integral part of the day, so plan these in the afternoon. You'll be more relaxed while attending these meetings and calls, as all of your other work will be done by then.

7 Assign different timings for meetings in your schedule for the day and go according to it.

Keep it flexible:

8 Do not overburden yourself with tasks and develop a flexible schedule for your day.

9 Add extra 10 minutes in your every task, this way, you'll have spare minutes before or after the task, to do whatever you want to do.

10 Take a big goal for your day and divide it into different parts and assign these parts to different hours of the day.

11 Batch your work so that you can stay focused during every hour of the day.

Pomodoro Technique:

12 An interesting way to break down your daily plan is to use the Pomodoro Technique. First, decide on your task.

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Now set a timer for desired minutes like 30 or 40 minutes.

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Keep doing your task until the timer ends.

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After this, take a short break of about 5 to 10 minutes.

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Now repeat these Pomodoro sessions for four times.

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At the end, take a longer break of about 25 minutes.

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Now choose on another task and repeat the technique.

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This way, you'll successfully divide your daily task into many chunks that will make it easier to accomplish.

Notes