

Top Ten Personal Organizational Musts:

1. Follow through on commitments by concentrating on 1 thing at a time.
2. Communicate openly. Don't be afraid to ask questions.
3. Time management in writing is essential--calendars, notebooks, pocket calendars, make lists (prioritize).
4. Personal time out to gather your thoughts, regroup, refresh.
5. Don't be afraid to say NO and let it go. It is okay to make conditional agreements--I will do this if...--to fit your needs and time constraints to meet the goal.
6. Later References --Always get contact names and phone numbers. Write down notes of conversations.
7. Avoid distractions--visual, sound, physical comfort.
8. Be sensitive to the time, needs and wants of others.
9. Approach it Positively.
10. **REMEMBER - you are in control and you are making the choices!**