

Instructions	8:00		12:30		Off My Mind Box
<ul style="list-style-type: none"> • Block out your appointments. • Fill gaps with most important tasks first. • Take a 15-minute break (one block) every 90 minutes (six blocks). • Schedule two email checks and turn off your email notifications. • Schedule a one-hour lunch away from your desk. • When you get ahead, reward yourself. • When you think of something else to do: <ul style="list-style-type: none"> • If it will take less than two minutes, do it immediately. • Otherwise, write it in the Off My Mind Box. 	8:15		12:45		
	8:30		1:00		
	8:45		1:15		
	9:00		1:30		
	9:15		1:45		
	9:30		2:00		
	9:45		2:15		
	10:00		2:30		
	10:15		2:45		
	10:30		3:00		
	10:45		3:15		
	11:00		3:30		
	11:15		3:45		
	11:30		4:00		
	11:45		4:15		
12:00		4:30			
12:15		4:45	Plan for tomorrow		