

Worksheet

**15=30 Minute
Business Tasks**



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Eileen Roth
Everything in its Place®



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Disclaimer

No information in this document should be considered financial advice. I am not a financial advisor. This information is for personal use and if needed an accountant or tax person should be consulted.

Choose the day you will do these 15-30 minute tasks.

15-30 Minute Business Tasks

MON

TUES

WED

THURS

FRI

SAT

SUN

Start the Workday

Review today's Calendar

Review today's To Do List

Preview emails for priorities

Calls

Make phone calls

Return phone calls

Writing

Write a Thank You note

Write text messages

Brainstorm or mind map a project/idea

Emails / Mail

Write or respond to email

Read non-priority emails

Delete emails in spam folder

Open and process mail

Business Reading

Read reports

Read newspaper, magazine or journal articles

Social Media

Create a social media post

View social media

Filing

File paper and digital info

Create file folders - paper or digital

Create binder labels: front, spine, and divider tabs

General Business

Order supplies

Pay invoices

Track sales, customers & prospects

Extract files from zippered files

End of the day

Clear off your desk

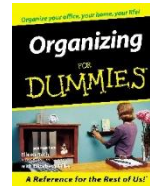
Review Calendar

Create To Do List

Prep for tomorrow



Eileen Roth
Your Organizing Tour Guide



As the author of **Organizing For Dummies**[®], Eileen Roth demonstrates how to be more productive, reduce your stress, and save time and money. Eileen named her company Everything in its Place[®] because she truly believes that you can find a place for everything.

Eileen is a national speaker, trainer and productivity expert in the areas of:

Office Organization
Time Management

Home Organization
Student Organization

She helps people learn how to put everything in its P.L.A.C.E.[™] This reduces stress and people find things WHEN they need them. In fact Eileen Roth's organizing principles are simple to remember, easy to implement, and maintenance is minutes a day to stay that way.

Eileen Roth's background stems from over 15 years in office and association administration. Clients include corporations, associations, and research facilities.

Major National Media

Today Show Self
Oprah Real Simple
 Reader's Digest
 Woman's Day
 Men's Health

Business Publications

Fast Company
Successful Meetings
Event Solutions
Office Pro
ASTD's Training & Development (ATD now)

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