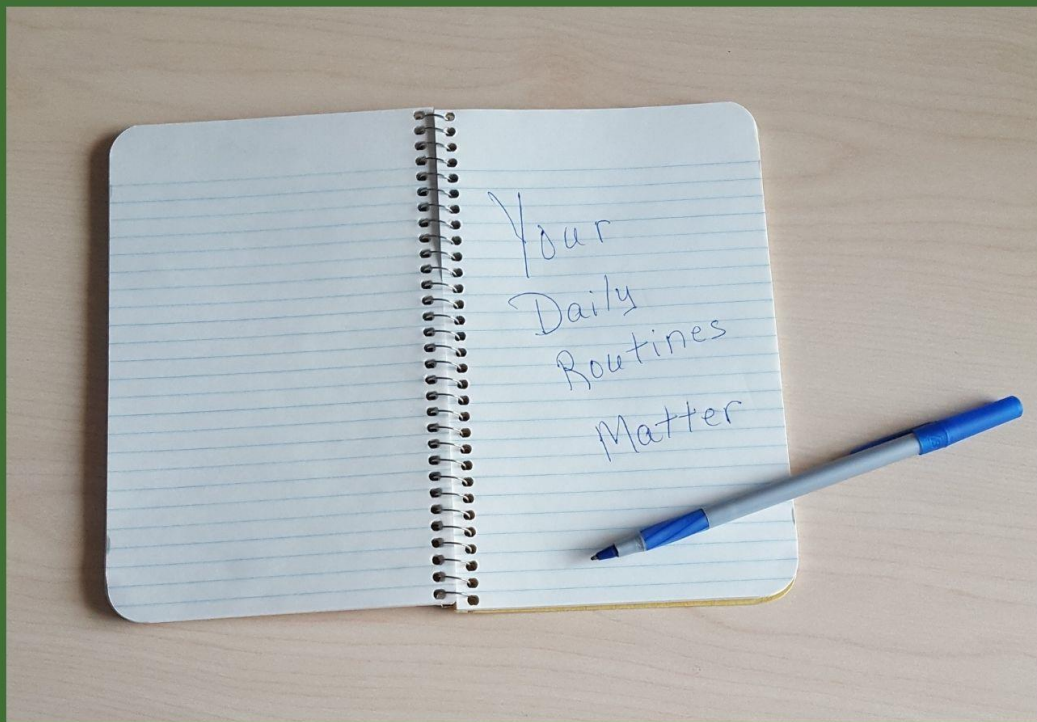


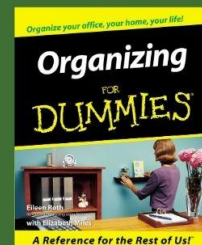
Need More Time in your Workday?

Work Routines Checklist



Eileen Roth

everythinginitsplace.net



Author

Work Routines

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Workday Starts							
Review Calendar							
Review To Do List							
Review top 3 Priorities							
Peak Time							
Quiet Hour: Priority projects							
Calls: Important / Urgent							
Emails: Important / Urgent							
Meetings: Strategic and brainstorming							
Non-Peak Time							
Projects: Lower priority							
Email: Non-urgent							
Phone Calls: Make and return calls							
Writing reports							
Reading Time: Articles, reports, journals							
Social Media							
Meetings: Email if just reports							
Mail: Take Action File™ system							
File: Paper and digital							
Data Entry							
Pay Bills							
Make Purchases							
Workday Ends							
Clear desk: Put everything in its place							
Calendar: Review week and tomorrow							
To Do List : Plan for tomorrow							
Sundays: Review Month, Week and Monday							
Decide: Top 3 priorities							

*Take Action File™ system =
mail system for paper and digital

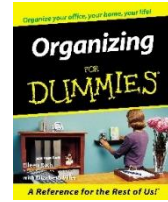


Everything in its Place®



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 such as: Argonne National Labs, Northwest Airlines, the Paper Industry Manufacturer's Association, Wisconsin Bankers Association, ABA-New England and TAP Pharmaceuticals.

Major National Media

Today Show
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