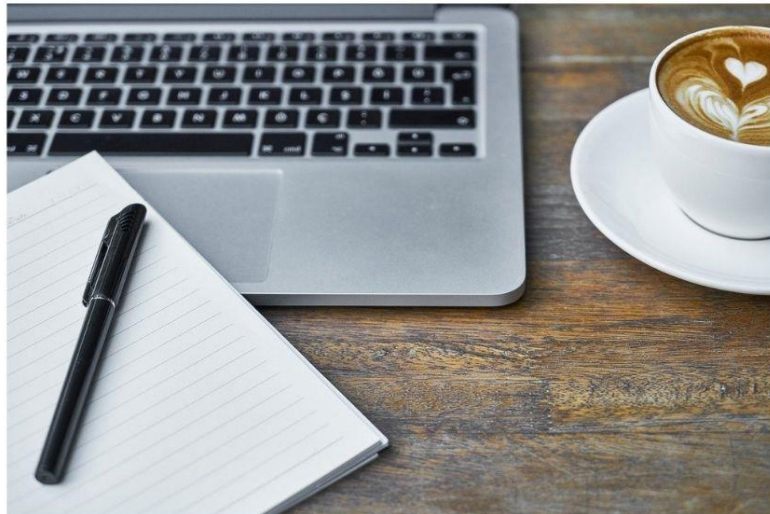


Worksheet

15-30 Minute Business Tasks



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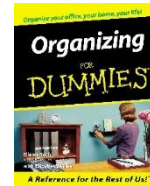
No information in this document should be considered financial advice. I am not a financial advisor. This information is for personal use and if needed an accountant or tax person should be consulted.

Choose the Days to Do these Business 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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