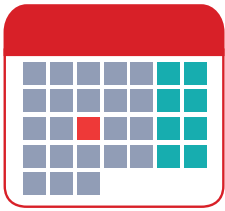




STEP SUPPORT RESOURCES DEFINED

WORDS:

multi	single	appointments	step
often	priority	completion	step
tasks	day/date	context	over
over	completed	time	



CALENDAR:

This is where you record _____ and _____ that need to be done on a certain _____ or at a specific _____.

How will you remember to actually do these things?



PROJECTS:

These are _____ - _____ that can actually be _____, and they are organized by _____.

Where would it make sense to keep this list?



STEP SUPPORT RESOURCES DEFINED



ROUTINES:

These are tasks you do _____ and _____ again, and they are organized by how _____ they need to be completed.

Where would it make sense to keep this list?

NEXT ACTIONS	

NEXT ACTIONS:

These are _____ - _____ tasks that move projects towards _____ and they are organized by _____.

Where would it make sense to keep this list?