



the toni edit :


 Automations:

How to build your schedule with AUTOMATIONS.

- separate.
- automate.
- delegate.

 separate out all the parts of the task to be completed.

 pick a day and time for each task to be performed.

 delegate to those that can help.

Automations Worksheet:
<p><u>Separate:</u></p> <p>list all the items <u>required</u> to complete your task.</p> <ul style="list-style-type: none"><input type="radio"/><input type="radio"/><input type="radio"/><input type="radio"/><input type="radio"/><input type="radio"/><input type="radio"/>
<p><u>Automate:</u></p> <p>which day of the week can you <u>perform</u> each task.</p> <ul style="list-style-type: none"><input type="radio"/><input type="radio"/><input type="radio"/><input type="radio"/><input type="radio"/><input type="radio"/><input type="radio"/>
<p><u>Delegate:</u></p> <p>where can others help?</p> <ul style="list-style-type: none"><input type="radio"/><input type="radio"/><input type="radio"/><input type="radio"/><input type="radio"/><input type="radio"/><input type="radio"/>

