

EVERYTHING ORGANIZED | AROUND THE CLOCK

Free Up Your Weekends

Are your weekends spent doing what you would really want to do? Introduce your weekend tasks into your daily routine so you can spend your days off doing what you enjoy. Follow these steps to manage your schedule, and add time to your weekends!





Listing Tasks

Start by writing a list of the chores you do on a daily, weekly, and monthly basis. If this seems overwhelming, try carrying a notepad or making a list on your phone as you go through a normal day or week.

LIST YOUR DAILY CHORES:

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LIST YOUR WEEKLY CHORES:

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LIST YOUR MONTHLY CHORES:

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REMEMBER:

Taking charge of your days may not come easily at first, but with a little practice, it will become second nature.

