

Maximizing Quadrant II Activities

- Use a monthly calendar, or other calendar (such as a Personal digital assistant (PDA))
- Use to do lists to prioritize
- Create step-by-step action plans, break down big projects into bite size pieces to reduce fear & keep the ball moving
- Make to do lists for specific tasks
 - Example: Grocery list
 - Example: Errands to complete
 - Make to do lists before every day