

**YOUR DAILY PLANNING SESSION**

- Every day, at a fixed time when you're feeling at your perkier, **make time for a planning session**, perhaps with your partner.
- Have a file for "things to be sorted out"
- Have your diary handy
- **Work out which things are priorities.**
- **In what order do you want to do them?**
- Maximise the chances of success: **allow ample time for each task.**
- **Leave time between tasks**
- Remember to **allow for reachback** (preparation time) **and afterburn** (coming down) ☹ (See Chapter Sixteen: Enjoying fewer things more)
- Write down your "to do" list in a convenient book, or the form that suits you best
- Enter decisions and appointments in your diary