



⁽¹⁾ Post-it® Super Sticky Notes, Rio Colour Collection 76 x 76mm, 90 sheets



⁽²⁾ Post-it® Super Sticky Notes, large size 127 x 203 mm, lined, 45 sheets



⁽³⁾ Post-it® Index medium, yellow, red and green 2x50 index



⁽⁴⁾ Post-it® Index Small Arrows, assorted bright colours, 24 index

1 ENTER INTO A PRODUCTIVITY FRENZY

Write 1 task per Post-it® Note⁽¹⁾. Jot down everything that pops into your head or makes you feel nervous.

2 "CHUCKED ON A WALL" IS OK

Stick all your tasks on a wall in a colourful jumble. Make sure nobody is taking pictures.

3

ADD SOME ORDER

Stick 4 headers on Post-it® Notes⁽²⁾:

- "IMPORTANT & URGENT" for "do it immediately" tasks
- "URGENT BUT NOT IMPORTANT" for "to delegate" tasks
- "IMPORTANT BUT NOT URGENT" for "non-time-sensitive" tasks
- "NOT IMPORTANT, NOT URGENT" for "one of these days" tasks

4 LABEL OF QUALITY

Select a colour coding system for your Post-it® Index medium⁽³⁾ to make it visually clear. By order of priority? By team? By level of seniority? By procrastination?

5

BE THE BEST WORKDAY PLANNER EVER

Enjoy a clear overview and dispatch tasks to the members of your galaxy.

