

## CAPTURE

- Make a brain dump of all tasks
- Collect any notes or reminders

## REFLECT

- Did I get my to do's done?
- If not, why?
- Did I make progress on any goals?
- If not, why?

## NEXT WEEK

- What is on the calendar?
- What can I do to prepare for next week?
- Carry over unfinished tasks.
- Start or carry over goal list.
- Time block important things.

## REVIEW

- Review annual & quarterly goals
- Are my goals S.M.A.R.T goals?
- Is there anything that needs to be changed, added or deleted?

## PREP

- empty email inbox
- clear your mail & IRL inbox
- declutter desk & other hot spots
- What can I do to make next sunday more relaxed?

RAYOWAG.COM

A WORKBOOK GUIDE on

# HOW TO GET YOUR LIFE TOGETHER

You feel stuck in your life? Your days feel either too boring or too stressful and you don't know where to start fixing your life?

I have created an entire workbook just for you. My workbook will work you through getting clear on your goals and getting back on track in life again:



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