

# Tip 1 – Utilize Paper to get Tasks Done



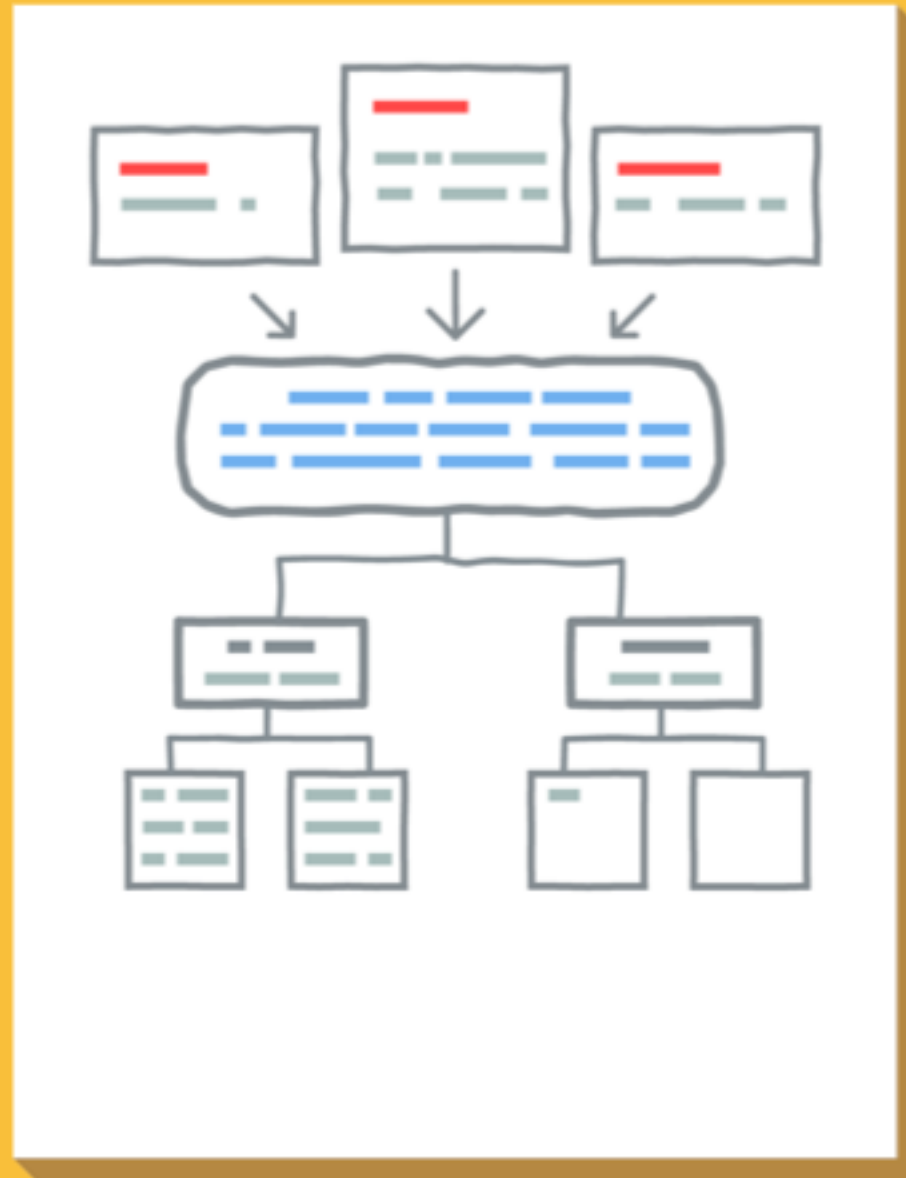


- In order to effectively utilize your limited time each day, taking notes on paper worth revisiting



- **Writing things down help them become committed to memory easier**
- **A physical reminder of the information to review later**

# Breaking Up Tasks into Manageable Chunks



- **Every last step of your task should be listed down to the last detail, ahead of time**



- **Break tasks up into smaller pieces**

# Holding onto Important Information for Later



- **Keep track of things you need to remember for later**



- **Don't miss out on information that could be useful later**
- **Take the time to jot things down, even on a pocket notebook**



# Capturing Ideas for Creative Projects



- **Creativity comes from having a lot of ideas and selecting the best one**
- **We are often so busy that we lose track of them**





- **By utilizing paper to record creative ideas, you will be able to make the most of your mind power**

# In Summary

## ● Tip 1 – Utilize Paper to get Tasks Done

1. Breaking Up Tasks into Manageable Chunks
2. Holding onto Important Information for Later
3. Capturing Ideas for Creative Projects