

## **Monday Light Meetings**

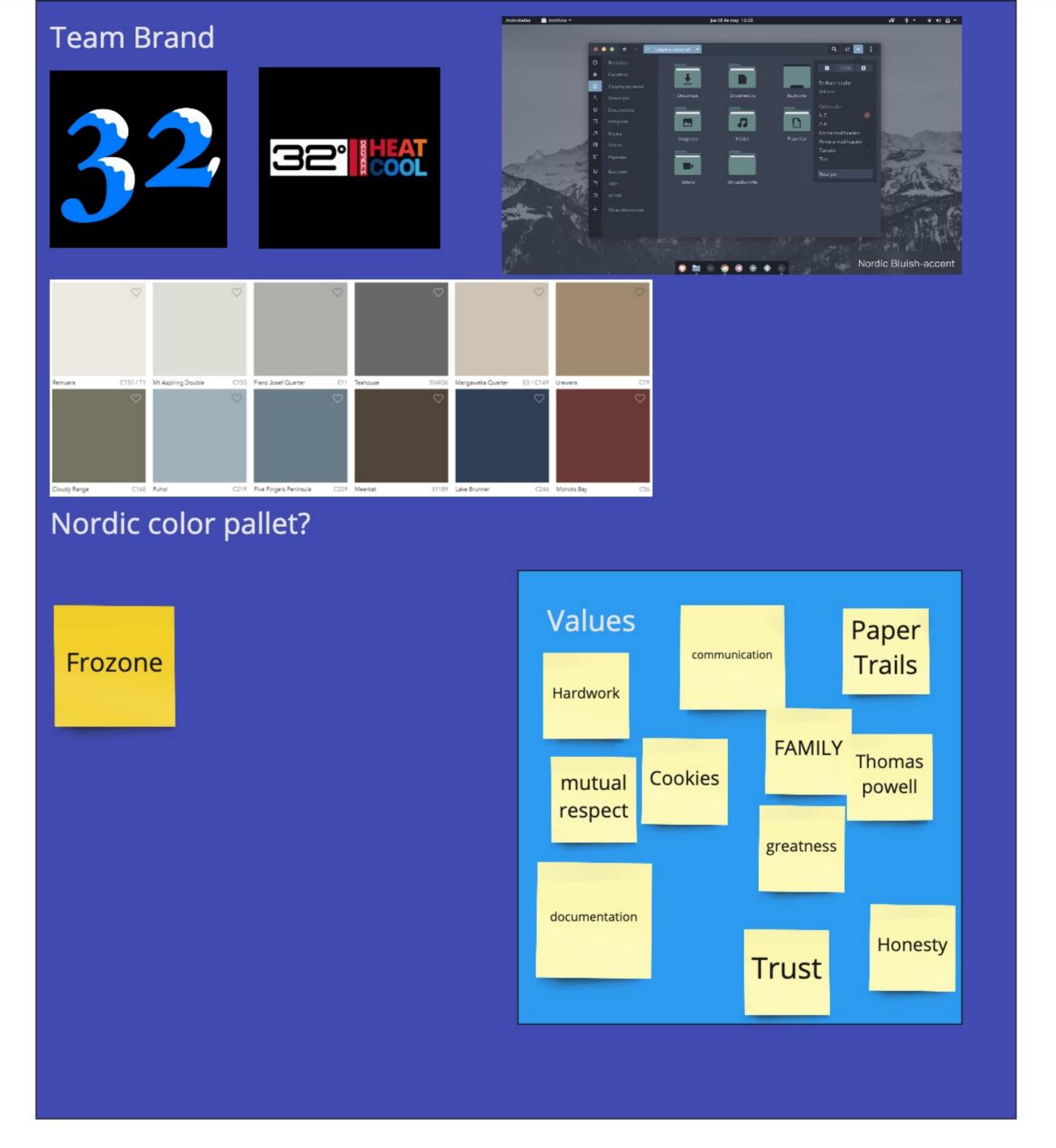
- separate meeting for bonding (keep it light)
- assignments
- soft updates

Wed Formal Meeting (mandatory)

- assignment focused
- team report
- assignment updates

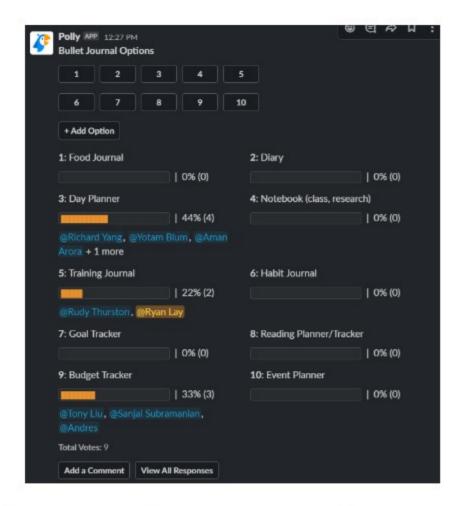
(Maybe) Work meeting

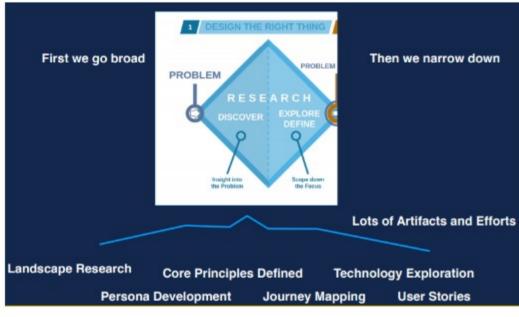
working

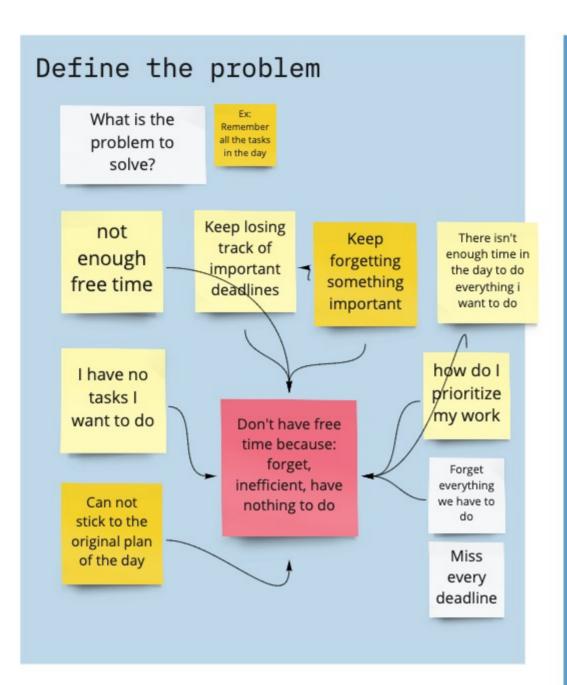


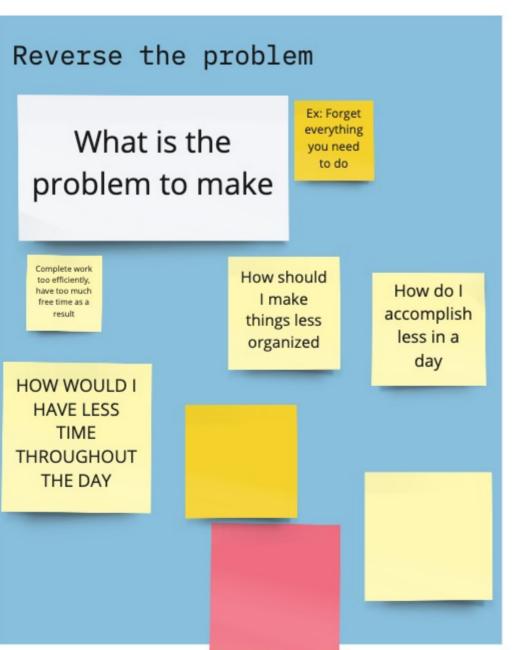
# The First Principles Method Explained by Elon Musk YouTube

### 5 - Why's Fruit - Problem Why do people journal? Branch to track To save To make efficiently to have organize things track the things a record time they did clear process To make it To find new track To trace to have Optimization Trunk avoid understand easier for To avoid patterns in parterns in more time Better confusion other people forget something where you what is known to do other of time their lives something to follow decision things better ie innovation went wrong making Root To achieve the life gets Make future Better try Obtain more goal without Get more busy and planning correct spend different information making much we have a more out of mental mistakes out of mistakes options lot going on efficient effort something the day Soil - First exploring Live a Being Maket Manifest Improve Have a be more all Principles Ultimately better things more Efficiency productive change Нарру have some avenues efficient life life? organized rest time

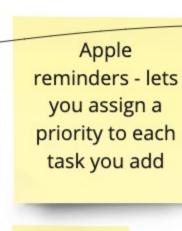












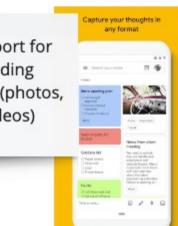
send out a reminder before each task is "due"

Google calendar let's you make clear schedules for your days

Google Keep: -Set reoccurring goals/tasks

- set freq

### 6. Google keep- Notes and Lists









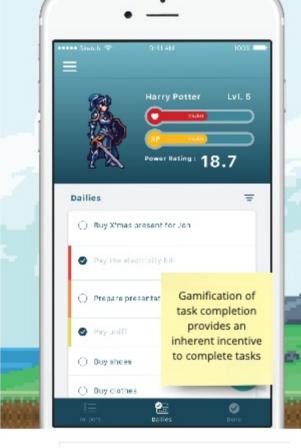
samsung events automatically adds a reminder when an event is created



Radial Maps for Goal Setting & Task Management Keep track of your goals and manage large projects in a visual pie-chartstyle, and easily see your top priorities with the Radial Maps feature in Ayou.

# Gamify your tasks

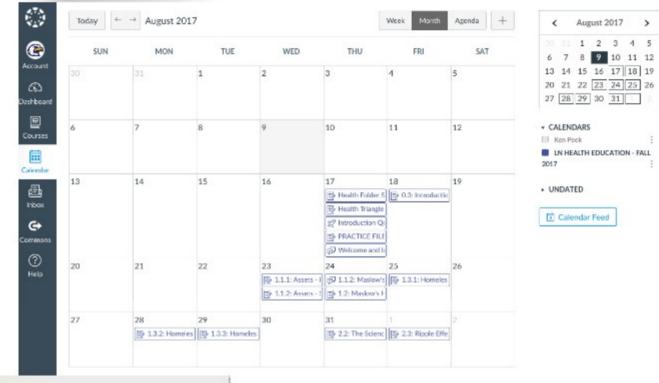
on a personalized Taskboard

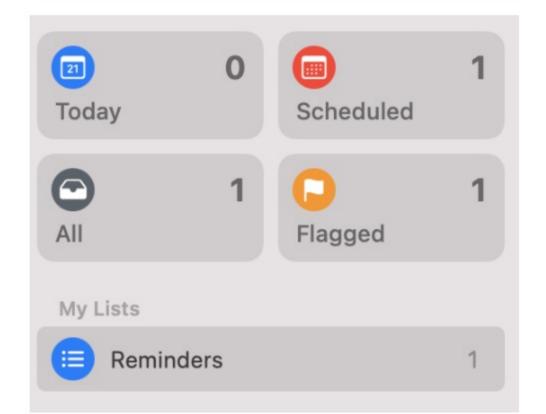


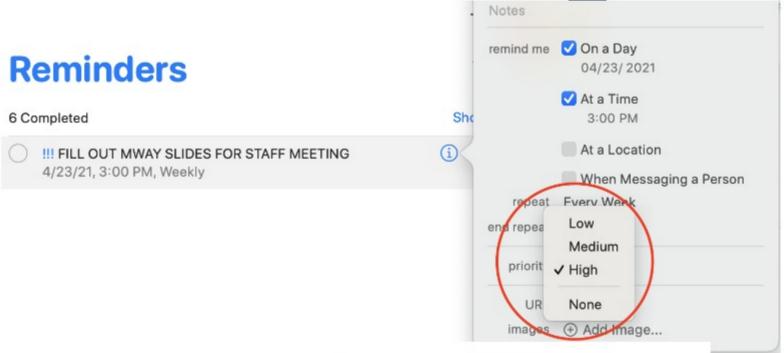
### One Tap Completion Buttons



Canvas - keeps track of assignments for all of your classes







Mountain Standard

We'll send you a daily digest

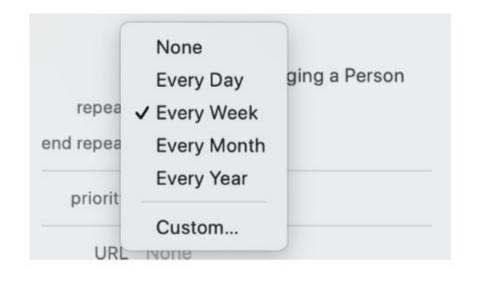
Get reminder emails

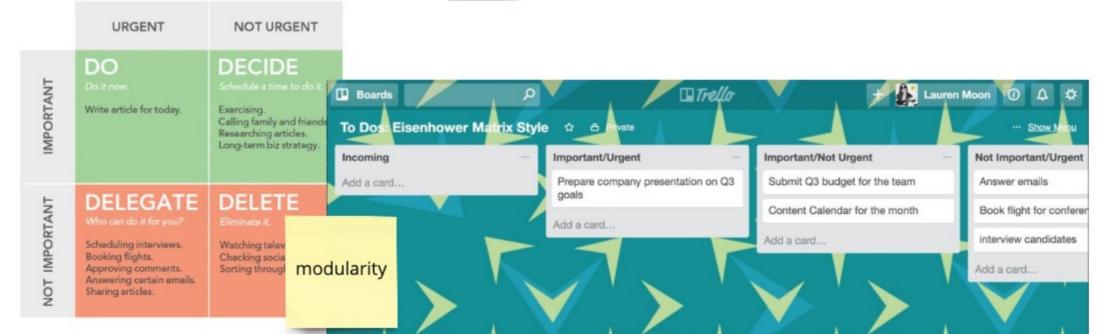
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4 All Notes - Evernote Web X 4 Reminders

← → C # evernote.com/R

Security Summary







"What is important is seldom urgent and what is urgent is seldom important
-Dwight Eisenhower, 34th President of the United States

Figure out constraints

Tie in solutions with first principles