

MANAGING COMMITMENTS CHECKLIST

- STAY ORGANIZED BY USING CALENDARS OR PLANNERS
- ESTABLISH ROUTINES
- LEARN HOW TO SAY "NO" TO AVOID OVER-COMMITMENT
- CREATE A PRIORITY LIST
- PLAN AHEAD BY CREATING A TO-DO LIST
- SET SMART (SPECIFIC, MEASURABLE, ACHIEVABLE, REALISTIC, AND TIMELY) GOALS
- MEET WITH YOUR SUCCESS COACH

