



Organize



Prioritize



Focus

The Professional Organizer Task System

The proven system to double your productivity by crushing your task list like a professional!

PlanPlus **Online**

Now you can use the exact same task system professional organizers use to get things done!

How do they do it? If you've ever watched a professional organizer work, they're calm and productive. But, how do they get and then stay so organized?

Professional organizers have developed a secret system to stay on top of all the things they need to get done!

It has to do with how they manage their tasks. Their system keeps tasks organized and prioritized, and out of the way—so they can focus only on the things that are most important to accomplish that day.

Anybody can learn the task system and immediately put it to work to make you more productive. It has only three steps:

1. You must first: **Organize**
2. Then you must: **Prioritize**
3. Then you must act with relentless: **Focus**

But before we learn the 3 steps, let's find out why they had to create a new system...



What was so bad about the old way of managing tasks?

Truth is, the old school task list systems have a way of frustrating you as much as helping.

If you've ever used a task list for very long it becomes this living, growing, chaotic jumble of words, incomplete sentences, and checkmarks.

Or, if you keep track of tasks with little sticky notes or scraps of paper, you know the stress of running around looking for the right note and the fear that you've misplaced important information.

These types of systems may start out organized, but become messy and keep you stressed—and even paralyzed—because you can't tell what's most important and what to do first.



**This is what happens if you
treat your task list just like your closet.**

Look at it this way, we treat our task list as if it was a “closet” meant to store all our tasks, ideas, information, and notes—which is still better than nothing—but have you noticed what happens to your closet at home?

Even if it starts out organized, after a week of searching for just the right things to wear every day, your closet becomes disorganized. You can’t find that belt. Why is that shirt all wrinkled? Where is that jacket you wanted to wear today?

What do you think a professional organizer tell you to do about organizing your closet?



**For every minute spent organizing,
an hour is earned.**

That's right, you need to Organize, Prioritize, and Focus.

Organize: Take everything out. Sort items into categories that make sense to you—such as weekend wear, work, sports, casual, etc. Put clothing items that you don't want into a donation pile.

Prioritize: Separate items into what you plan on wearing now, according to what season it is, your occupation, and what you plan on wearing later. Find a storage solution for all the stuff you won't be wearing right away.

Focus: Place only the items you plan on wearing back into your closet in an ordered manner. Nothing else goes in the closet.

Then stand back and be amazed! The result would be an efficient and organized closet that has your wardrobe for the week. All the other items would be safely stored out of your sight until you need it!

Could this same system work for your task list? Let's find out...



The 3 steps of The Professional Organizer Task System.

The Professional Organizer Task System works under the same principles as does your newly acquired organized closet system. It has three simple steps:

1. Organize.
2. Prioritize.
3. Focus.

Let's look closer at each step...



Organize



Prioritize



Focus



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Step 1

Empty your head.
Write down all your to-dos:

- Tasks you must complete.
- Things you want to do.
- Actions you need to take.





Prioritize

Step 2

Create an Unscheduled Task List. These are the tasks that don't yet have a deadline for completion. Prioritize your tasks from most to least important by asking yourself:

- What is important?
- What is urgent?
- What is meaningful and fulfilling?
- What might have a positive impact on others?





Focus

Step Three

Create your Today Task List
by asking:

*“If I could accomplish only three things on
my list, which three would contribute the
greatest value to my life today?”*

- Write those three things on your Today Task List.
- Those are the top three things you will focus on accomplishing today.



Limit your daily task list to only the top three.

This way, when you look at your Today task list to see what you must accomplish, you see only the top 3 priorities for the day!

This boosts your productivity because it forces you to choose the most significant things you want to achieve, and then causes you to have laser-like focus in getting them done.



You'll stay focused and accomplish more!

For a successful day tomorrow, start tonight. On your Today list, write the three things you'll accomplish tomorrow. Then, every morning, focus on first completing the three things on your action list from last night.



See how easy it is to move your 3 top priorities to your Today's task list from your Unscheduled task list in your Plan-Plus Online account.

Watch this short video!





Organize



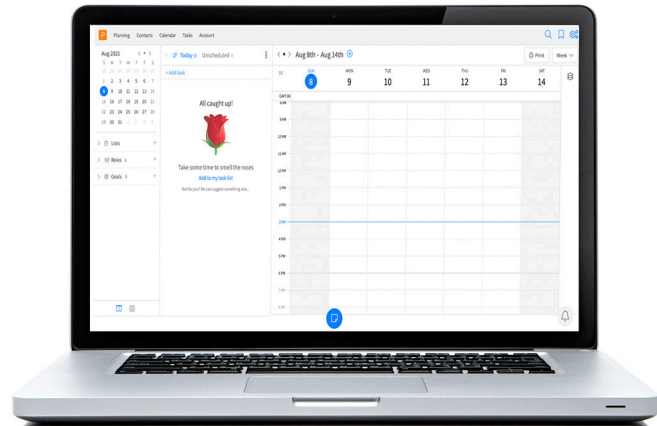
Prioritize



Focus

**Now you can use the same
tool as the professionals!**

PlanPlus Online is used by professional organizers and productivity experts throughout the world. Only PlanPlus Online keeps your calendar and agenda docked to your Unscheduled and Today's task list, includes a daily notes journal, and additional productivity tools all on one page.



Click here to start your free 14-day trial with a fully functional planner!

Get more productivity tips from our blog.

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