

Spring into a New Season

Being Intentional with Your
Schedule to Maximize Balance

**Create a list of all
of the things on
your schedule
and to-do list.**



**Identify the top
priorities and
put them on your
calendar.**



**Work through the rest
of the list: What fits
with your schedule
and what do you
need to set aside?**



**Focus with joy
on the things on
your schedule.**



**As new
opportunities arise,
look at your
schedule to see if
you have margins
to fit that in.**

