

Geri Markel's
Managing
 YOUR
MIND[™]

Harnessing the potential of personal performance

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**Sample Grid:
 Getting Things Done**

<i>Public Policy Course</i>	<i>Update will</i>	<i>Talk to financial planner</i>
<i>Review insurance policies- health, homeowners, auto</i>	<i>Job resume</i>	<i>Independent Study Course</i>
<i>Schedule medical and dental appointments</i>	<i>Find lawyer, file papers, research options</i>	<i>Go to advising office about graduation requirements</i>