WORKING BACKWARDS

OVERVIEW:

Do you find yourself rushing around to do last minute tasks before your next big event, like vacation or the holidays? Do you want to be ahead of schedule, but feel overwhelmed by the amount of "stuff" you have to do?

Use these downloadable templates to prepare for your next big event!

WHAT'S INCLUDED:

- **Brainstorm**
  Write down anything—and everything—that comes to mind.
- **Organize**
  Now that you have everything written down , it's time to sort through your list.

Work Backwards
Brainstorm

Brainstorming is all about the flow of ideas. Write down anything—and everything—that comes to mind. Think of brainstorming as a "brain dump". Unload any information you can. You'll sort it out later.

BRAINSTORM

NOTES

Brainstorm Triggers

Use this list to get your brainstorming juices flowing.

VACATION
Beach
Location
Hotel
Food
Pack
Outfits
Toiletries
House

WEDDING
Dress
Guest list
Name change
Invitations.
Venue
Wedding party
Caters

BIRTHDAY PARTY
Guest list
Favors
Location
Cake
Date
Invitations

DINNER PARTY
Guest list
Seating arrangement
Invitations
Menu
Special dietary requirements

BABY
Names
Maternity leave
Visit hospitals
Prenatal classes
Doula
Registry

Work Backwards
Organize

Now that you have everything written down , it's time to sort through your list. First, separate into To Do and To Pick-up. Then, approximate how long each will take and assign a date. Don't forget to put on your calendar!

TO DO

Description	Time	Date

THINGS TO PICK-UP