

Systems Course Outline 18 days over 4 weeks

| | | Day | Topic Being Covered |
|------------|---|-----|--|
| Week One | } | 1 | Going to the Office |
| | | 2 | The Strength in Systems |
| | | 3 | Ruthless Time Management Tactics |
| Week Two | } | 4 | Habits & Routines |
| | | 5 | Set Up Your Calendar System: To Dos & Task Lists |
| | | 6 | Stop Shuffling and Start Filing: Managing Paper |
| | | 7 | Focus on Finance: Accounting & Financial Education |
| | | 8 | Your Living Documents |
| Week Three | } | 9 | Manage Your Email Inbox |
| | | 10 | E-Filing & Backing Up Data |
| | | 11 | The Money's in the Database |
| | | 12 | Set Up or Update Your Mailing List |
| | | 13 | Mailing List – Continued |
| Week Four | } | 14 | Set Up or Update Your Art Inventory |
| | | 15 | Art Inventory – Continued |
| | | 16 | Getting Help & Delegating |
| | | 17 | Setting Boundaries |
| | | 18 | Staying the Course |