

# Calendar Hacks

The end of summer can be bittersweet as we adapt to new routines. Following simple hacks can help us switch our mindset and take control of our schedule.



**Start with simple steps and  
ease your way into a new season.**

“The man who moves a mountain begins by carrying away small stones.” — Confucius

# To-Do List Hacks

AI tools can sync to your calendars, create to-do lists, sort your email, analyze data, automate tasks and more.

## 🔍 Help with my busy schedule

Sure, you can try things like:

- Assign a task each weekday. (e.g., Monday = laundry, Tuesday = errands, etc.).
- Do mindless tasks when your energy is low.
- Skip the list — record your tasks as voice notes for a more motivating boost.
- Adopt a “uniform” or simplify your wardrobe.
- Start with your ideal end times, then plan your tasks backward from there.
- Strive for “done” over “perfect.”
- Take 25-minute phone timeouts to boost focus and break the scroll habit.
- Use online or same-day food and delivery services.
- Outsource or delegate tasks.
- Pair a task you don’t want to do with one you love.
- Instead of cleaning the whole house, reset one area to feel instant order.
- Prioritize sleep and breaks during the day.

Freetime Loading...



If you have any questions, I’m here to offer clear, concise information you can trust.  
I can also refer you to any type of service professional you may need.