

## **THE JONES PRINCIPLES CHECKLIST**

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### *Other Ways You Can Utilize The Jones Principles*

Buy your groceries, especially the foods that will keep, in bulk when they go on sale – saving you time and money.

When you take a break, whether that's at work or elsewhere, really keep away from working.

Don't answer e-mails, don't catch up on something else that's taking up space in your mind. Allow yourself some mental room, use the break to your advantage and breathe, otherwise it's not really a break.

Put things back where you found them.

It might save you time in the moment, but not in the long run – when you're looking for your keys or umbrella the moment you need to get out the door!

If you can do extra today, do it.

If you can pay that bill promptly, do it, if you can get that part of your car repaired today, go. Call to make the appointment now – not later. Procrastination will only make things feel more colossal and overwhelming later.

Make a list of things you want to accomplish before you get to bed and check them off as you go.

Sometimes it's hard when we're thinking about 20 things at once, but put 5 things down, and that starts to feel a lot more manageable. Pretty soon those 20 things get done by the time the work week ends.