

# JobTIPS



## Key Points - Daily Schedules

It is important for you to use a daily schedule. Keep your daily schedule in a place where you can see and use it many times each day. Decide what type of daily schedule will work best for you:

1. Use a day planner /agenda book.
2. Use an electronic, hand-held planner.
3. Use a written schedule.
4. Use a picture schedule.
5. Use a combination of these!