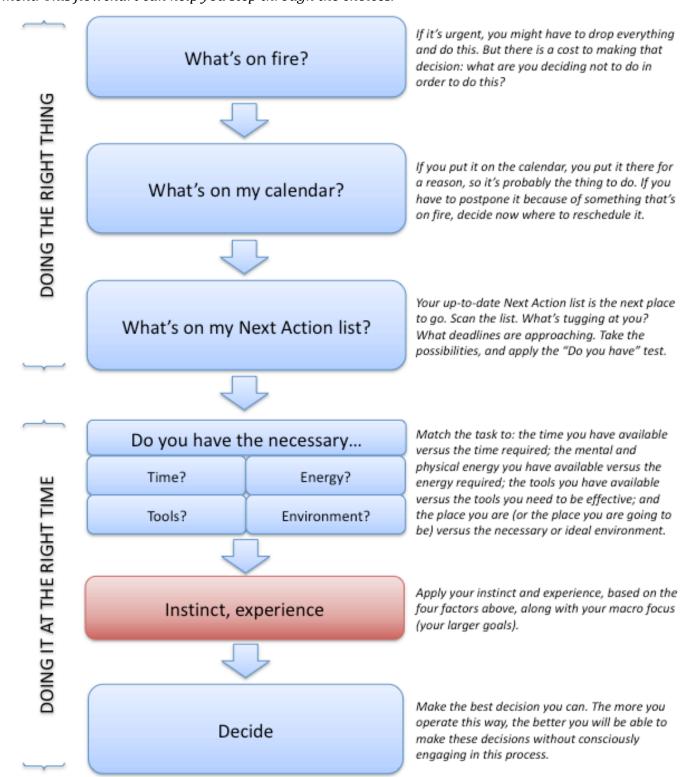
What to do right now?



Once you have organized your tasks into a system, you are better able to decide what to do at any particular moment. This flowchart can help you step through the choices.



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