

Mia Zhang has a lot to deal with: supporting senior parents, taking care of two kids, her own work and study, and trivial things at home...However, she is doing a pretty good job. When asked how she organizes everything, she shares her way of managing time based on the following matrix.

“I cannot do everything perfectly. But I make sure I never miss my priorities and deadlines.” Mia says.



Mia also has a calendar book for schedules and memo.

