

## TOP TIPS FROM TIME MANAGEMENT EXPERTS

- ❖ Create a Master List of your goals and dreams. Choose and prioritize your activities to support this list.
- ❖ Spend a few minutes planning every day, first thing in the morning or last thing before your go to bed.
- ❖ Focus on important things, not urgent things.
- ❖ Write everything down (don't waste time trying to remember).
- ❖ Put your tasks directly onto your calendar, not just on a to-do list.
- ❖ Multi task routine tasks (folding laundry and talking on the phone) but not mental tasks (reading email and talking on the phone.)
- ❖ Only schedule half of your time.
- ❖ Put fun and routine activities directly in your calendar.
- ❖ Teach your kids to tell time using an analog clock not a digital clock (you can't watch the passage of time on a digital clock.)

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