TIME-MANAGEMENT

KEY THINGS TO REMEMBER

CREATE AN
ACTION PLAN

BREAK TASKS INTO
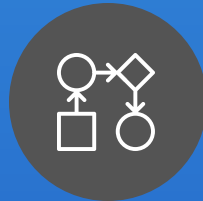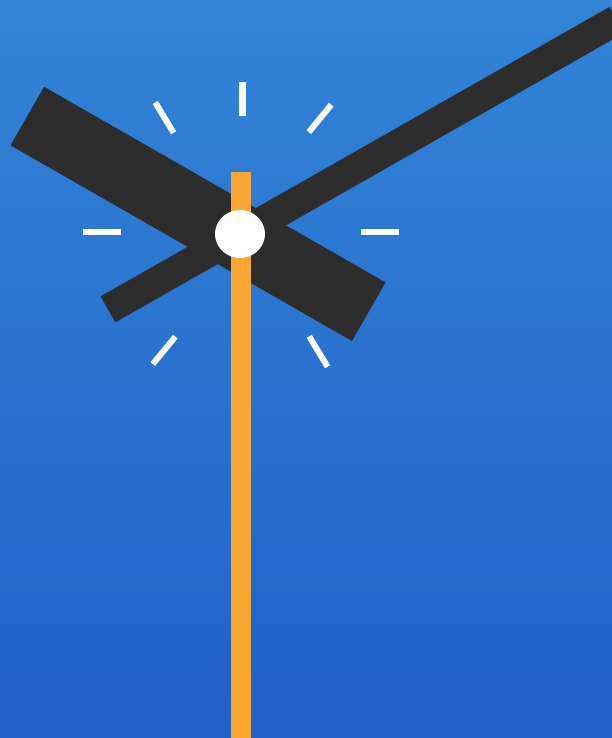SMALLER PARTS

SCHEDULE YOUR TIME

IDENTIFY TIME WASTERS

SET GOALS

CREATE TO-DO LISTS

ESTABLISH
ROUTINES

CREATE A
WORKSPACE

TAKE BREAKS

PRIORITIZE YOUR
TASKS

DO ONE THING
AT A TIME

THERE'S AN APP
FOR THAT