

FIVE TIPS FOR MANAGING TIME

"Guard your time FIERCELY. Be generous with it, but be intentional about it." - David Duchemin

1. BEING - BE 1ST, DO 2ND

Be > Do > Have

How are you being about your time?
(Overwhelmed, scattered, frustrated)



2. STORY TIME

Your life is your story.

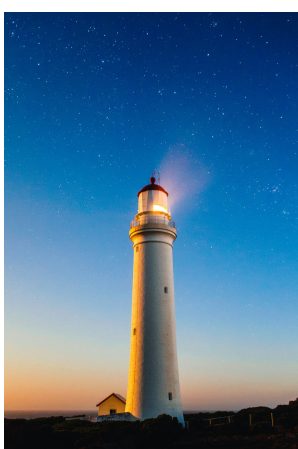
What is your story about time? Is that
the best story to be telling yourself?.



3. RIGHT THING, RIGHT TIME

Change your priorities, change your life

Is this the right thing I need to be doing right now?



4. ONE THING FOCUS

Starve distractions. Feed focus.

What is the one thing you can do that will make
everything else easier?

5. TAKE A BREAK

You're FIVE times more likely to do
the right thing when you take time to
think about it.

Go ahead, take 5!

