

# TIME-MANAGEMENT

## KEY THINGS TO REMEMBER



CREATE AN ACTION PLAN



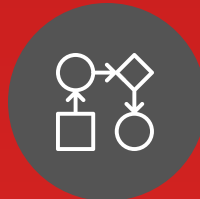
BREAK TASKS INTO SMALLER PARTS



SCHEDULE YOUR TIME



SET GOALS



ESTABLISH ROUTINES



TAKE BREAKS



DO ONE THING AT A TIME



THERE'S AN APP FOR THAT



PRIORITIZE YOUR TASKS



CREATE A WORKSPACE



CREATE TO-DO LISTS



IDENTIFY TIME WASTERS

