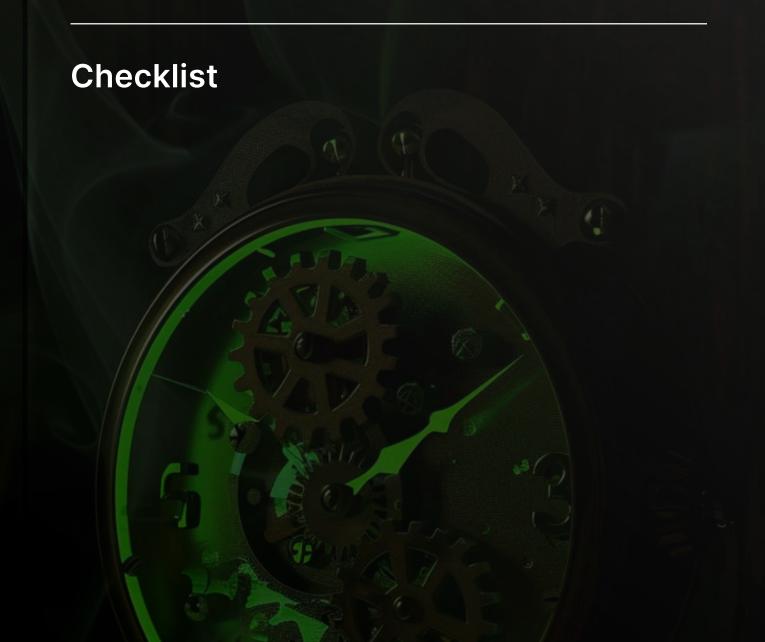
## TIME MASTERY



Understanding time management		
	Time management skills	
	Complete tasks with discipline	
	Stop procrastinating	
	Plan	
	Prioritize	
	Perform	
	Don't be afraid of failure	
	Time management for your goals	
	Control your own time	
	Don't let others control your time	
Ц	Don't let others control your time	
Define	e your goals and priorities	
	Know how to set goals	
	Set goals for yourself	
	Make the biggest goal the end game	
	Make lists	
	Solve problems as they come	
	Replan if necessary	
	Goals from least to most important	
	Micro goals	
	Write down everything	
	Don't be afraid of change	
	Make goals for yourself, not for others	
	Open yourself up to problems without failure	
_	open journer up to providing manage	
Overc	oming procrastination	
	Procrastination is the greatest problem	
	Struggling with procrastination is serious	
	Do dreaded tasks first	
	Don't dwell on unwanted tasks	
	Start knocking off the worst tasks as soon as you wake up in the morning	
	Pomodoro technique	
	Short breaks are your new friend	
	Break tasks into segments	
	Get on your feet	
	Make expectations realistic	
	Become goal-oriented	
	Delete apps that are distractions	

Make a productive routine		
	-,,,	
	Be productive with every task	
	Find pockets of free time	
	Don't get overwhelmed	
	What are your daily rituals?	
	Try to save money	
	Every activity should work you towards your goals	
	Consider how everything is related	
	Create micro goals for every main goal	
	Figure out what's in the way	
	Combat problems as they come	
	Make certain tasks for the morning only	
	Make a bedtime routine	
	What are your morning and nighttime habits?	
	Make a sleep schedule and follow it	
Elimin	nating distractions and getting focused	
	Don't get distracted when doing the thing you don't enjoy	
	Do mundane tasks first	
	Eliminate distractions as much as possible	
	Keep your phone out of the room	
	Stop scrolling	
	Mute apps that distract you	
	Make a designated workspace	
	Make it a nice space you look forward to	
	Don't get interrupted	
	Tell people they cannot contact you for a certain time	
	Take timed breaks	
	Small breaks in short increments	
	Get moving during breaks	
	Don't get on the phone during breaks	
Deleg	ate tasks	
	Don't try to do everything yourself	
	Delegate tasks accordingly	
	Figure out your workload	
	See how much you have to do	
	Make a schedule	
	Make a new daily routine when necessary	
	Assign tasks	
	Remember that everyone is not the same	
	Keep in mind strong suits	
	Give tasks that they can do successfully	
	Make goals and work towards them together	

Mana	ge stress and maintain work-life balance		
	Don't spend your free time worrying		
	Make yourself feel less busy by doing tasks one by one		
	Give yourself time to relax		
	Don't talk about work at home		
	Don't vent about work too often		
	Create a safe space away from work for you and your family		
	Make boundaries with coworkers		
	Don't be available to work all the time		
	Try not to talk about controversial topics with coworkers		
	Communicate only during work hours		
	Don't work gossip		
	Only focus on work when at work		
	Shut down gossip		
	Let others know you do not tolerate gossip		
	Make your hobbies a priority		
	Find a hobby if you don't already have one		
	There are no rules for how you enjoy your free time		
	Make your free time for you only		
	ing and preparation for success		
	Goal-oriented action plan		
	Make each part of the plan towards a goal		
	Reward yourself when accomplishing a task		
	Maintain your new lifestyle		
	Find out to maintain success		
	The process is not the same for everyone		
	Once you achieve something, don't become stagnant		
	Keep working toward the next goal and the next		
	Prepare yourself for new tasks		
	Celebrate when you can		
Pomo	doro technique		
	Take short breaks		
	Fight procrastination		
	Stop using the technique when you have finished tasks for the day		
	Take breaks as you see fit		
	·		
	your ideas action		
	Focus on realistic concepts		
	Get rid of all your obstacles		
	Communicate with your family and others about your goals		
	Set goals		
	Start as soon as you can		

Measuring progress			
	Make deadlines		
	Break the progress into sections		
	Use a reward system for yourself		
	Don't make excuses for your behavior		
	Try again		
Maintain positive time management habits			
	Set a morning routine		
	Set reminders for goals		
	Create a schedule		
	Stay ahead of the schedule when you can		
	Attend to your needs		