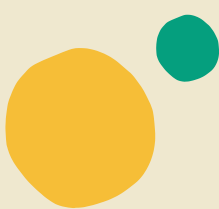


MASTER TIME MANAGEMENT



FOCUS ON ONE TASK AT A TIME

When we choose what we want to focus on. Let's say listening to a person speak, give that person your undivided attention. A 10 minute conversation can turn out to be 5 minutes. Allocate a time in your calendar for what is important. The way you manage your time is a direct reflection of yourself.



BE INTENTIONAL

Create your calendar tasks with purpose to achieve the goals that align this with your values. Make daily habits intentional. Write it down, Put this on your calendar. If you want outcomes, be deliberate.



BE CONSISTENT

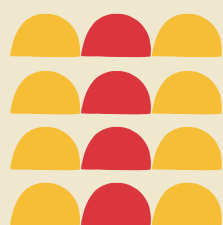
Consistency leads to habits. Consistency brings all your hard work to life and this is what is called success. Consistent effort leads to results. If you wake up each morning and prepare yourself to get to work by 8:00am each day and you always get there at 8:00am. This is what is called consistency.



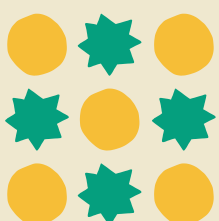
AWARENESS

Awareness is a state of being. To know, to feel, to be cognizant. Develop your awareness and integrate it into everything you do, that's when you become good at it.

BE LASER FOCUSED



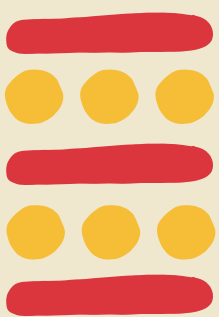
Spend time focusing on one task at a time from beginning to end. The effort it takes to multitask is way too much for the brain to handle. When you committed to be laser focused, the quality of your work is so much higher. In other words, concentrate on one task at a time and finish what you started before beginning the next task.



ROUTINE

Live inside your routine, this makes people feel safe and confident.

HABITS



Create habits that are easy to start & boost your confidence and commitment to change. Include habits that work well. If you want a different outcome with your relationships, your health, your finances, your spirituality then start forming new habits, change your old habits. This can be as simple as setting up a calendar reminder or preparing a healthy breakfast every morning. These are actions that are learnt, that have become natural because of repetition. Habits form the actions we take every day. Action leads to success.



WILLPOWER

Is the effort it takes to start and finish beyond and above expectations.

References:

- "Rizonia Vythilingam." Lesson Plans for Beginner Time management Program