

Time Management

Time management is one of the most important tools we have to create balance in our lives. Learning to take control of how we spend our time will help us **PRIORITIZE**, while also helping us to **AVOID** times wasters.



SMART Goals

- Specific
- Measurable
- Achievable
- Realistic
- Time-Oriented



Be a Human **BEING** rather than a Human **DOING**

TOP TIPS for GOOD TIME MANAGEMENT

- Create a 'no interruption' time zone
- Schedule YOUR time activities
- Make and freeze one meal each week
- Schedule more – forget less
- Attend to sleep habits
- Practice saying NO
- Determine how much your time is worth
- Be firm on the time you dedicate to friends and family
- Set up automatic billing
- Disconnect for one hour daily
- Eliminate negativity and gossip
- Address quick fixes immediately
- Take care of physical/mental health
- Work within your Circadian Rhythm
- Find a place for EVERYTHING
- Dedicate prep time every night
- Use a family calendar
- Delegate/ask for help
- Complete tasks at 'odd' times
- Coordinate errands

