

Time Management – 5 tips

- ✓ Value your time like you do your money – spend it wisely
- ✓ Plan your daily schedule from the day before and review in the morning
- ✓ Give priority to the Important tasks, not the urgent
- ✓ Arrange “meetings with yourself” for the day’s most important tasks
- ✓ Set goals for your Personal life as well as your Work life