



*We become what we think about.
We achieve only what we prioritize.*

- 1 Beat procrastination by placing your toughest task first in the day.
- 2 Identify your energy cycle.
- 3 Speak up to ask for uninterrupted time.
- 4 Tailor your environment to create a motivating, efficient effect.
- 5 Chunk up big tasks into phases.
- 6 Plan and complete one starter task.
- 7 Take breaks to refresh your body, mind and spirit.
- 8 Reward task completion.

Time is a created thing.

To say "I don't have time" is like saying "I don't want to."

Lao Tzu, Chinese philosopher & author

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TIME MANAGEMENT