

TIME MANAGEMENT

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BASICS

STEVE SHAW UNIVERSITY







TIME MANAGMENT BASICS

BENEFITS OF PROPER TIME MGMT

| 1. | | | |
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| 2. | | | |
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| 3. | | | |
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| 4. | | | |
| 5. | | | |
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| 6. | | | |
| 7. | | | |
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| 8. | | | |



POOR TIME MANAGEMENT

| 1. | | |
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| 2. | | |
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| 3. | | |
| 4. | | |
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| 5. | | |
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| 6. | | |
| 7. | | |
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LIST DAILY TASKS

| <u>1.</u> | 11. | |
|-----------|---------|--|
| 2. | 12. | |
| 3. | 13. | |
| 4. | 14. | |
| 5. | 15. | |
| 6. | 16. | |
| | 17. | |
| 8. | 18. | |
| | 19. | |
| 10. | 20. | |



SMART GOALS

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PASS | FAIL

YES | NO

TODAY | OTHER DAY



GO BACK TO TASK PAGE



THE ITEMS YOU WILL COMPLETE TODAY MUST HAVE TO DEFINITELY

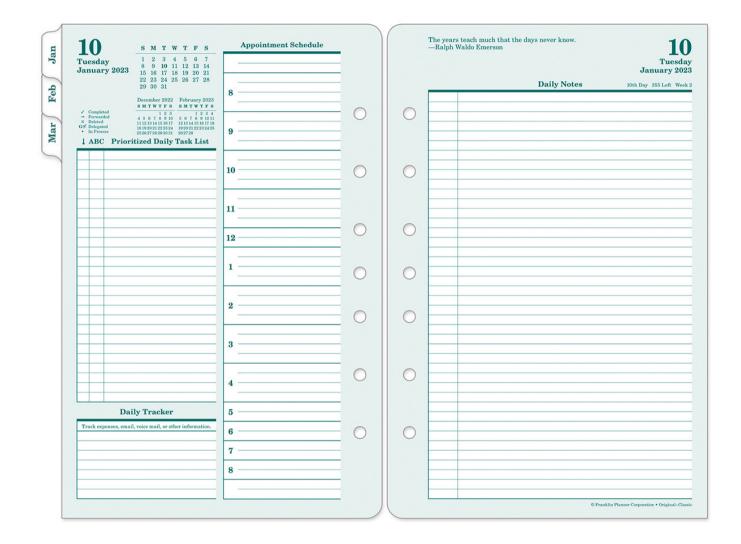


TIME MANAGMENT BASICS

MOVE ALL OTHER TASKS TO A FUTURE DAY DATE

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TIME MANAGEMENT STRATEGY

1. PREPARE FOR EACH DAY

2. CREATE SCHEDULE OF RE-OCCURRING TASKS

3. ORGANIZE PHONE / VMAIL & EMAIL TASKS

4. REMOVE OR LIMIT INTERNET

5. TOUCH EACH PAPER 1 TIME

6. CHALLENGE HARDEST TASKS FIRST



TIME MANAGEMENT STRATEGY

7. PLAN ME TIME

8. MOVE NON ESSENTIAL TASKS TO OTHER DATE OR DELETE

9. SET SMART GOALS

10. DREAM & VISUALIZE FUTURE

OTHER



NOTES

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ADVANCED DRIVEWAY SALES ADDITIONAL SERVICES - ALA CARTE

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