

• •

• •

# TIME MANAGEMENT TIPS

• • Time is your #1 resource. Here are a few tips to help you manage your time during busy seasons.

• •

Take care of yourself and identify your non-negotiables (e.g., working out, getting X hours of sleep, etc.)



Schedule breaks and use them to hit the reset button instead completing another task



Spend 30 minutes the night before or the morning of to plan your day



Identify the times when you are most productive and schedule more complicated tasks during those periods

Take a bird's eye view approach to your calendar and prioritize what tasks need to be accomplished first

