



Mother Jai's LLC

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TIME MANAGEMENT

Organizing your daily activities and making better use of the time that's available to you during the day. Take some time at the end of your day to finish up loose ends and focus on the priorities for the next day. Plan what needs to get done without overloading your schedule. If you have really important tasks that HAVE to be done -delegate time just for them.

Consider these questions when organizing your tomorrow:

- What tasks need to be done to move forward in your project/goal?
- What is the best order for them to be done in? What tasks need to be done first?
- Which ones would you choose to be done tomorrow? The next day? Next week? Next month?
- When considering tomorrow: Have you got enough time in the day to accomplish these tasks?
- Are there any tasks that you can delegate to another person?
- Do you need more information about a task before it can be completed?
- Are you more alert and at optimal potential in the morning or the afternoon? (Delegate tasks).
- What jobs or tasks are you forgetting?

Total time needed to complete these activities:

How do you feel about your plan?

What could/would you change to improve your schedule and make better use of your time?

What do you want to add to your daily routine? How/when will you work it in?