

11 TIPS FOR TIME MANAGEMENT

- 1. STOP MULTITASKING**
- 2. SET REMINDERS**
- 3. ONLY FOCUS ON WHAT MATTERS**
- 4. BREAK TASKS INTO STEPS**
- 5. GET MORE ORGANISED**
- 6. REMOVE DISTRACTIONS**
- 7. PLAN YOUR DAY**
- 8. WRITE DOWN YOUR PRIORITIES**
- 9. MAKE A "STOP DOING" LIST**
- 10. CHECK YOUR EMAILS ONLY 2 TIMES A DAY**
- 11. HAVE BREAKS & REFRESH YOUR MIND**



Time Management 101 A Simple Guide To Doing More In Less Time

Jan Yager



Time Management 101 A Simple Guide To Doing More In Less Time:

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