



Time Management

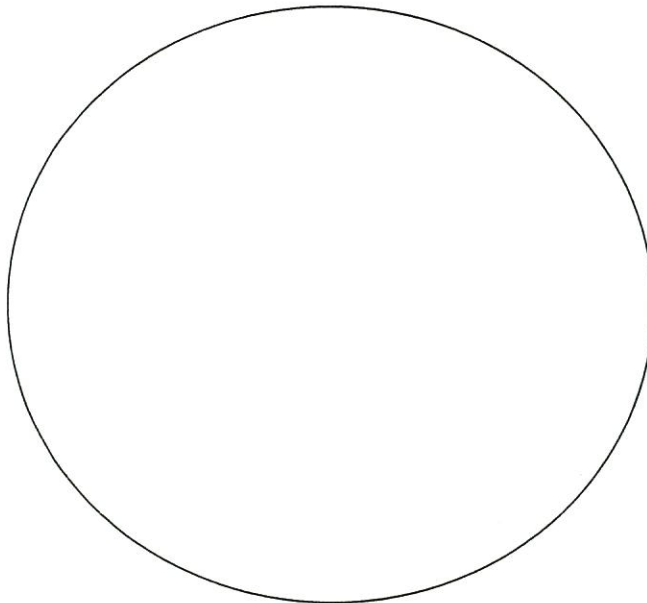
In order to manage your time you will need to:

- Ⓒ Find out where you are spending your time now
- Ⓒ Learn to plan your time
- Ⓒ Learn to delegate
- Ⓒ Take time for yourself



Where are you spending your time?

We all get only 24 hours within each day – no more – no less. Think of these 24 hours as a whole pie. If one activity takes too large a slice, there will not be enough for others. What do the pieces of your pie look like? How do you spend your time on an average day?



Track your time for a week!

If you never seem to have enough time, do your own time study. You may be surprised to see where all of your time goes. Write down everything in 15 minute chunks. EVERYTHING!! Before you can manage your time you need to find out how you are spending it.