



## **Time Management LIVE Monthly WORKSHOP**

Week 1-5 Skill Building

**Week 1)** What Is Time Management? What does your time management look like?

**Week 2** Why Are Good Time Management Skills Important?

The crux of the problem

**Week 3** Five Steps to Get on Top of Your Schedule

Some Final Thoughts on How to Manage Your Time Wisely

**4) Five** Great Time Management Strategies

4.1) Set artificial deadlines to create space and structure.

4.2) Give yourself "schedule treats."

4.3) Pick your top 3 activities for each day.

4.4) Do similar little tasks together.

4.5) Multitask judiciously.

To be continued...Now let's start managing yours

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