



WEEK 1

Time Management professional - Weekly Strategy Monitoring- Week by week, day by day self-monitoring. Becoming an expert, time is money.

Weekly we will help you monitor and stay on track. Being busy doesn't mean you're being productive. You can be very busy, without living out your priorities or moving closer to your goals. It's a frustrating and disappointing place to be. Successful people use time management strategies to get the tasks that will make a significant difference in their lives done. You have to choose to manage your time. Here are some time management strategies and tips for you to overcome procrastination:

- * **Use the 80/20 Rule.** This rule says 20% of your task list will produce the most results. Before starting, work on tasks in your top 20% instead of the bottom 80% first.
- * **Break big tasks into smaller parts.** One of the best time management tips I always give is writing down every small part of a big task you have to do.
- * **Fully prepare for each task.** When you sit down to begin a task, make sure you have everything on hand so that you won't have to get up or move until the task is done.

First Exercise: Map out. Use this free template, print and go to work let's start tracking your time for one week. The closer you can track every part of the day the better you can get a handle on it. <https://studenthandouts.com/calendars/weekly-hourly-planner-printable.html>