

Juicy quotes to INSPIRE AND IGNITE YOU



you are **alive** with **possibilities**

INSide of you are treasures

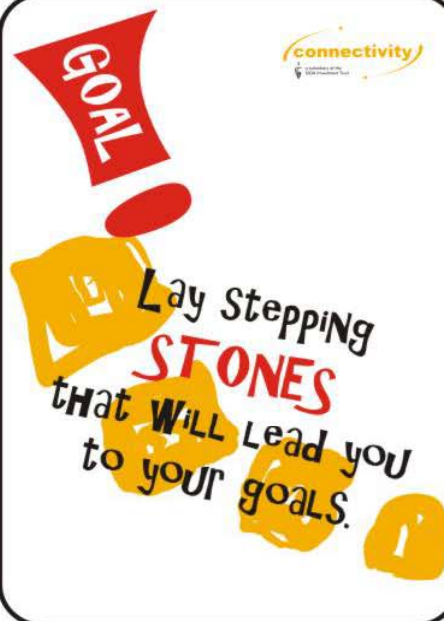
Why: **you can** do & be anything you want

discover your INNER WEALTH

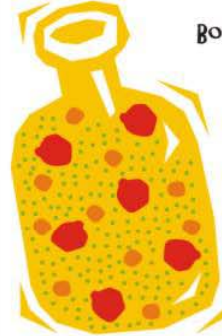
re-INVENT HOW you are

Make your creative dreams **ViSible**

Forgive surprise your Fears



"IF I COULD Save time IN a bottle ..."



Bottle = Your diary

STONES (1st) Action Steps towards big goals.

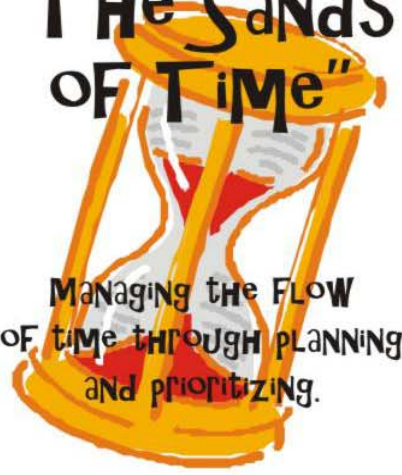
PEBBLES (2nd) Medium tasks & actions towards Medium goals

SAND (3rd) Daily routine tasks

How to Fit everything into your available time

"The Sands OF Time"

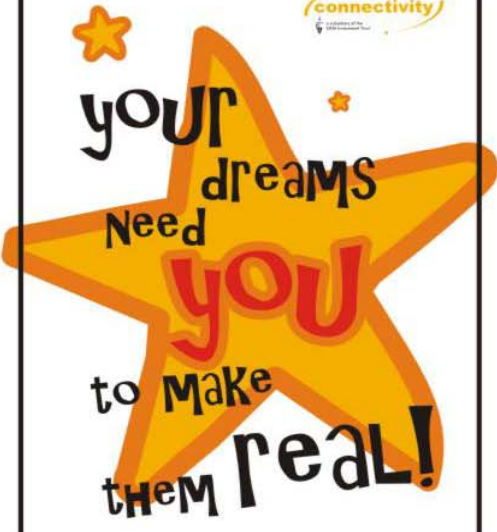
Managing the FLOW OF TIME THROUGH PLANNING and prioritizing.



Time VS Money



Budget your time as carefully as you would budget your Money.



HOW MUCH time IS SLIPPING THROUGH your FINGERS?

Avoid time
SLIPPING AWAY:

- ⑥ Just do it!
- ⑥ PLAN it!
- ⑥ Remove obstacles!

TIME MANAGEMENT

- ⑥ Specific Actions that move you towards your goal.
- ⑥ Time Frame - to complete action.
- ⑥ Obstacles - What obstacles could possibly affect you?
- ⑥ Noteworthy - Will this action make a significant impact in achieving your goal?
- ⑥ Evidence - How will you know the step is complete?

TIME MANAGEMENT

HANDY TOOLS



TIME MANAGEMENT

EVERY DAY:

- ⑥ IS a NEW adventure, a NEW opportunity, a NEW challenge.
- ⑥ I can feel inspired to be the best I can be.
- ⑥ I can contribute positively & powerfully to my world.
- ⑥ I am bursting with potential and overflowing with courage.
- ⑥ I am alive with possibilities!

TIME MANAGEMENT

Remember to use the SMART principles to set your GOALS:

Specific
Measurable
Actionable
Realistic
Time-Line

TIME MANAGEMENT

Time vs Money

- ⑥ Time cannot be saved.
- ⑥ Time not used, is time lost.
- ⑥ Time needs to be planned, as money needs to be budgeted.
- ⑥ There is no credit or overdraft allowance for time.

TIME MANAGEMENT

Time Management
MEANS being
IN CONTROL OF
you!

TIME MANAGEMENT