

Top 10 Rules for Time Management

1. Make your agenda your new best friend.
2. Don't rely on your memory
3. Put everything in your agenda
4. Create occasions that are long enough to fulfill what you need to
5. Put an alarm at 5-10 min to every occasion
6. DON'T IGNORE ALARMS- Alarms are how your agenda talks to you.
7. If an alarm goes off and you have not finished the task, in the next 5 min a) schedule an occasion that is long enough to finish it or b) reschedule the upcoming occasion
- 8) Schedule 15-30 min emergency time every day
- 9) Create a minimum of one weekly occasion of at least one hour to do something for yourself-to get away from it all.
- 10) Create a weekly occasion of about an hour to review your schedule for the upcoming week and A daily occasion of 15 minutes to review the following day.



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