



15 Clips to Balancing a Full Schedule

- Enjoy your work
- Don't waste time regretting your failures
- Start fresh by getting up early
- Use "waiting" time as a "gift of time"
- Use reminders (signs) in your office or home to visual your goals
- Schedule your time in advance to include variety & balance
- Do first things first and work smarter, not harder
- Ask yourself "what am I avoiding" and confront it head on
- Start with the most profitable parts of a large project, then prioritize the rest
- Cut off nonproductive activities as quickly as possible
- Give yourself enough time to focus on high priority tasks
- Develop the ability to concentrate well for long stretches of time
- Make the decision to get done items on your "to do list" without skipping over the difficult
- Do your thinking on paper
- Use a day planner to organize your business and personal life

"An inch of time is an inch of gold.

Invest it wisely!"

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