TIME MANAGEMENT

By Candi Janssen

What are you doing with your 168?

Hours of Sleep _____ x /days = ______
Average Weekly Hours Worked = ______
168 - ______ sleep - ______ work = ______

Top Three Priorities:

Career:


Family:


Personal:


Be Here Now!

4 D’s of Time Management


Where are you spending your time?

It’s not a lack of time, it’s a lack of priority!

You can do anything, but not everything.

-David Allen
The key to successfully managing your time:

Spend time like:

You can either __________ it or __________ it!

Candi Janssen is a Board Member for the INDY Foundation. INDY stands for I’m Not Done Yet, a Non-Profit organization that helps cancer warriors with faith, love and financial support verses the battle at hand. Learn more about the INDY Foundation @ www.im-not-done-yet.com