

THE TRUTH!

You are very busy people, and to make those 160 hours a month effective, you have to do some planning.

The Benefits of Time Management

You are more **productive**.

You **reduce** your **stress**.

You **improve** your **self-esteem**.

You achieve **balance** in your life.

You avoid meltdowns.

You feel **more confident** in your ability to get things done.

You **reach your goals**.

“Time management” is really a misnomer - the challenge is not to manage time, but manage ourselves. The key is not to prioritize what's on your schedule, but to schedule your priorities.
Stephen Covey



What is Time Management?

Simply, making the most of your time and energy!