



TIME

Pocket Card



CreatingEdge



Time - 1st 10 Tips



- Value your time
- Your priorities drive everything
- Overuse your calendar - limit the free space
- Be a time blocking specialist
- Practice saying NO, often
- No one steals your PEAK time
- Lead with shorter appointments
- Break the back-to-back mentality
- Utilise down time
- Share your time commitments

