

Managing Your Time & Energy

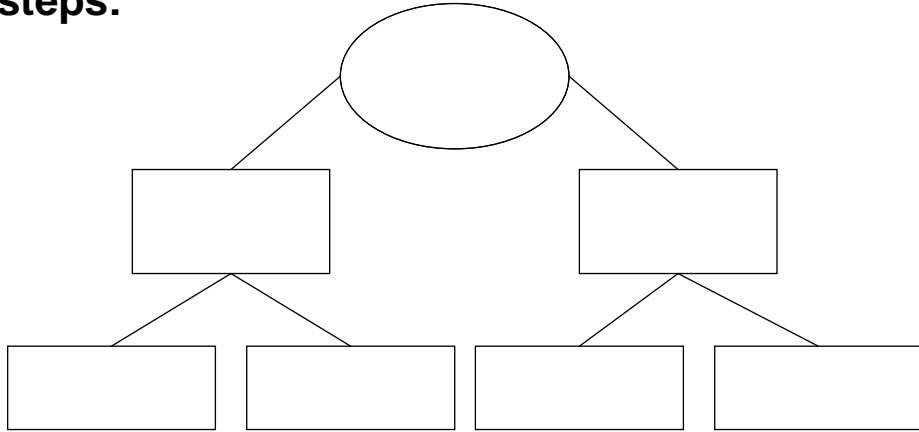
My top ten time wasters:

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When my time wasters get me I . . .

What is the #1 action I need to take to stop wasting time?

Small steps:



Tips for time management:

Self-reflection:

