



EACH DAY IS A NEW ACCOUNT



If you had a bank that credited your account
Each morning with \$86,400...
That carried over no balance from day to day...
Allowed you to keep no cash in your accounts ...

And every evening cancelled whatever part of the amount you had failed to use during the day...

What would you do?

Draw out every cent everyday, of course, and use it to your advantage!!

Well, you have such a bank...and its name is "TIME."

- 🕒 Every morning, it credits you with 86,400 seconds. Every night, it writes off as lost whatever of this you have failed to invest.
- 🕒 It carries no balances.
- 🕒 It allows no overdrafts.
- 🕒 Each day it opens a new account with you.
- 🕒 If you fail to use the day's deposits, the loss is yours.
- 🕒 There is no going back.
- 🕒 There is no drawing against "Tomorrow."
- 🕒 It is up to each of us to invest this precious fund of hours, minutes, and seconds in order to get from it the utmost in health, happiness, and success!

TIME MANAGEMENT TIPS

- 🕒 Know how to reduce stress
- 🕒 Learn from your mistakes
- 🕒 Schedule your time
- 🕒 Use travel time
- 🕒 Stay healthy
- 🕒 Learn how to say "NO"
- 🕒 Learn how to delegate
- 🕒 Don't procrastinate
- 🕒 Evaluate how you spend your time
- 🕒 Make a daily To-Do list
- 🕒 Use a calendar or planner
- 🕒 Don't forget to schedule time for relationships and exercise
- 🕒 Divide large tasks into smaller parts
- 🕒 Focus on goals
- 🕒 Set dates
- 🕒 Know your high energy times and low energy times
- 🕒 Tackle hard subjects first
- 🕒 Give yourself plenty of time
- 🕒 Get things organized before you go to bed at night
- 🕒 Be flexible – don't let failure stop you from trying to succeed again
- 🕒 Control interruptions
- 🕒 Use waiting time
- 🕒 Avoid perfectionism
- 🕒 Reward yourself
- 🕒 Don't over commit



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