

How To REALLY MANAGE YOUR TIME

INTRODUCTION



Notes

A Reflection on Your Orientation to Time

Strongly
Disagree

Strongly
Agree

I actively minimize the distractions on my time.						
I put the right amount of time into the things which matter.						
I consistently get things done on time.						
I have established routines about how I use time.						
I invest significant effort in reflection and purposeful planning.						
I minimize the amount of time spent on things which do not support my top priorities.						

Tactical – Operational – Strategic

Increase

Decrease

