

BY: THE STILETTO NINJAS

CANDICE SIMMONS



READY ~ SET ~
PRIORITIZE

The Ultimate Women's Guide to Time Management

WORKBOOK



YOUR READY
SET
PRIORITIZE
WORKBOOK!

BY CANDICE SIMMONS

WWW.STILETONINJAS.COM



A NOTE FROM THE AUTHOR

WELCOME, MY BEAUTIFUL FRIEND.

Hi ladies,

Are you ready? Its time to finally set things in motion and get clear on the stuff that really matters. Once I checked my priorities at the door and started to mark things off as completed, I felt accomplished. The determination poured into my work life, family life and my personal growth.

The more I accomplished, the more time I had to devote towards the things that were really important to me. The more time I had to work on my goals and desires the more satisfied I felt. I want the same for you... so lets get **Ready, Set, Prioritize.**

Candice

Candice Simmons
Founder of stilettoninjas.com

CHECKLIST

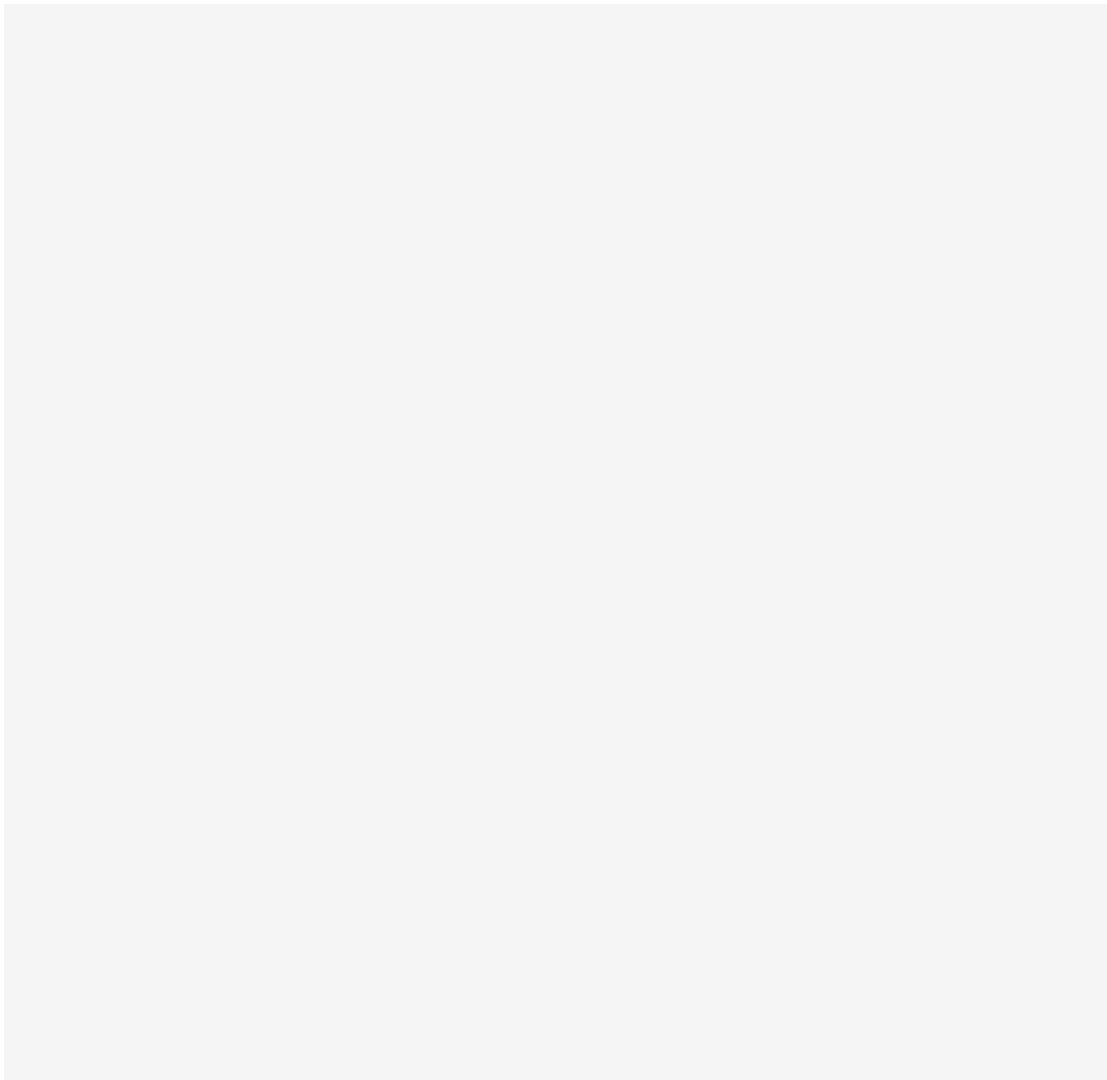
READY...SET... PRIORTIZE...

- STEP 1- CLEAR YOUR THOUGHTS
- STEP 2 - WRITE IT DOWN
- STEP 3- AVOID PROCRASTINATION
- PLANNING TOOLS
- KICK YOUR TO-DO LIST BUTT

STEP *workbook* ONE



NOTETAKER





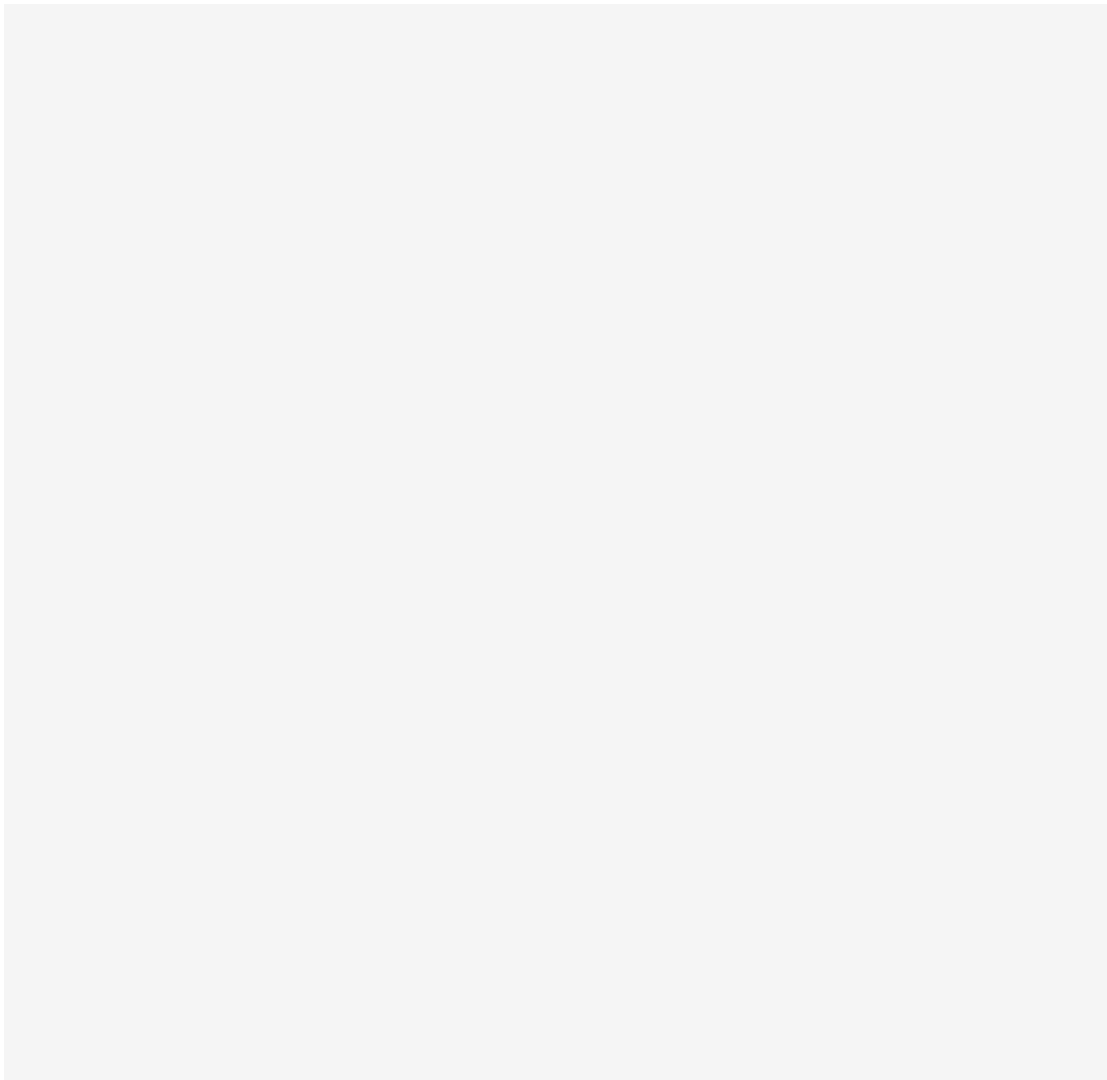
STEP ONE

WHAT'S ON YOUR MIND?





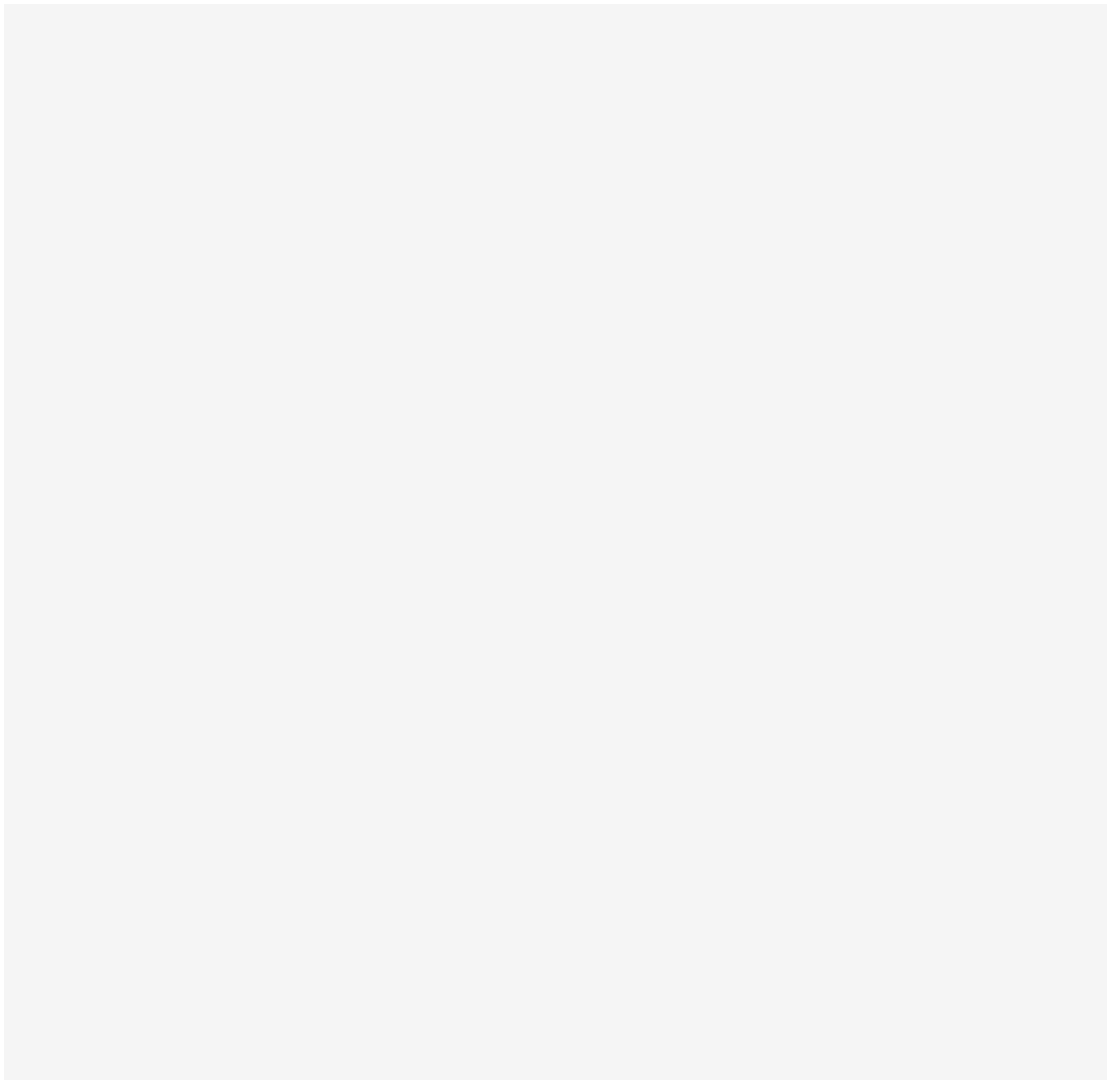
HOW HAVE I BEEN FEELING LATELY?



STEP *workbook* TWO



NOTETAKER





WRITE IT DOWN

#YOUGOTTHIS

- Very Important and Urgent
- Time Sensitive
- Impactful

LIST BELOW:

#DON'TFORGET

- Important but Not Urgent
- Not Time Sensitive
- Impactful

LIST BELOW:

#NOTMYPROBLEM

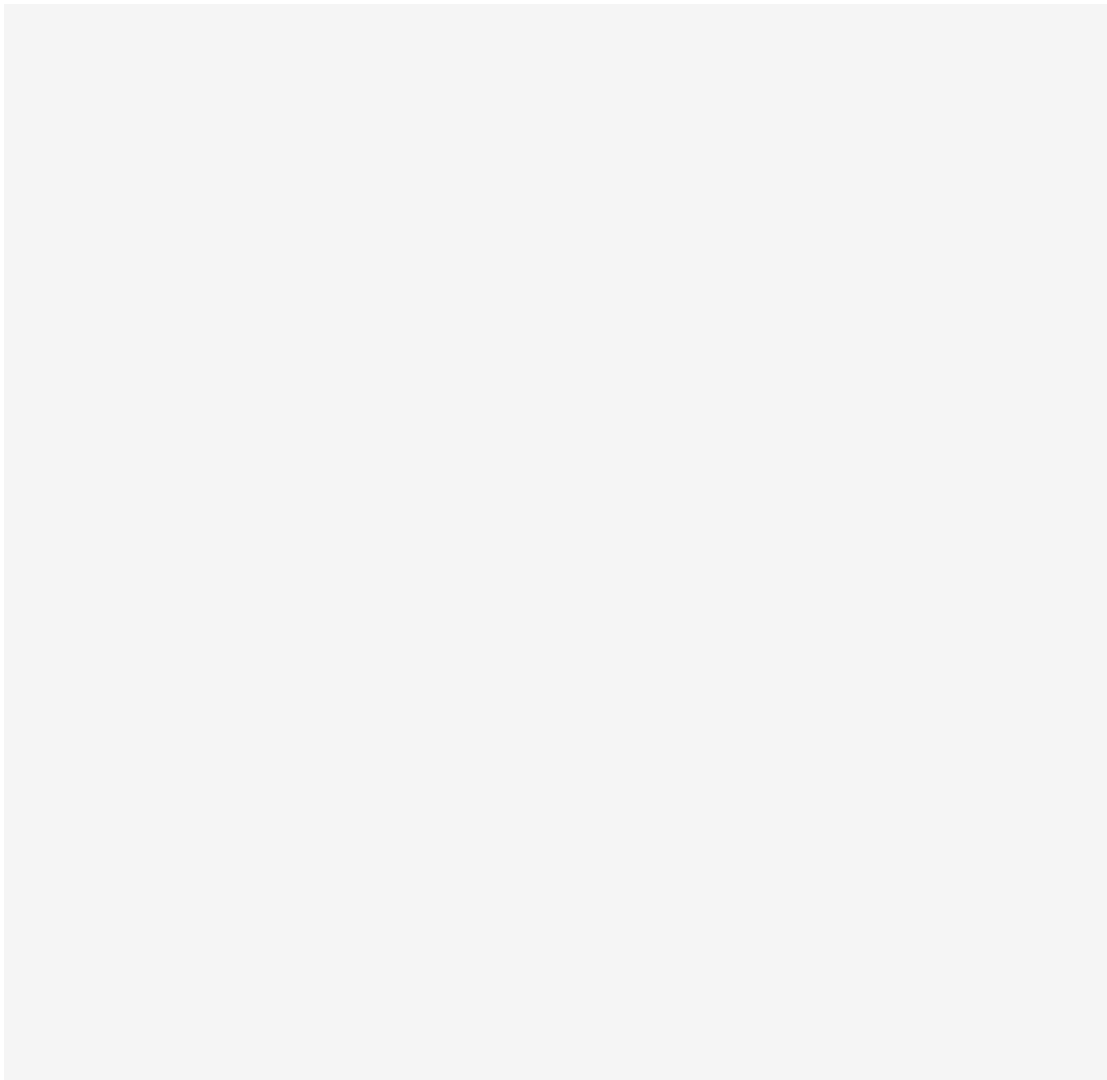
- Not Important not Urgent
- No Time Restraints
- No Value

LIST BELOW:

STEP *workbook* THREE



NOTETAKER





AVOID PROCRASTINATION

QUESTION #1: What big tasks do you need to complete?

QUESTION #2: What do you need to say "NO" to now?

QUESTION #3: What will you complete first?

PLANNING TOOLS

workbook

Weekly Plan

Week of:

TOP THINGS THIS WEEK

-
-
-
-
-

TO DO'S

-
-
-
-
-
-
-
-
-
-

MY GOAL TASK

1	
2	
3	
4	

SCHEDULE

- _____
- _____
- _____
- _____
- _____
- _____
- _____



2020

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY

Things to do

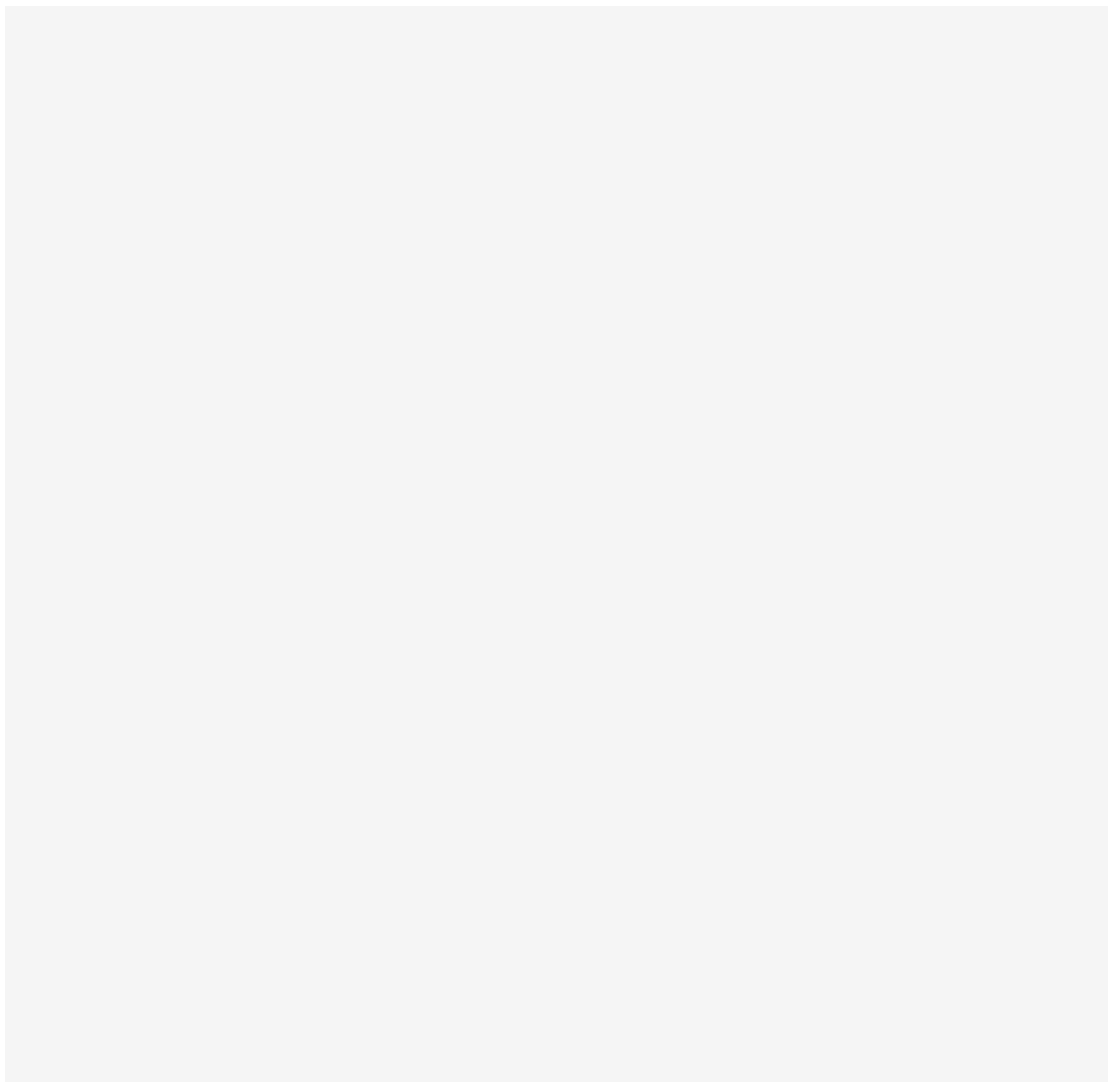
- _____
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- _____
- _____
- _____
- _____



WHAT WILL IT TAKE TO M.O.V.E.?





MEET THE AUTHOR

CANDICE SIMMONS

Woman of Faith

Creator of Stiletto Ninjas and Podcast, "Girl Listen"

Christian Life Mentor

Motivational Speaker

MOM OF THREE

VETERAN WIFE

ENTREPRENEUR

*“The key is not to
prioritize what's on
your schedule, but to
schedule your
priorities.”*

HAVE QUESTIONS?

thestilettoninja@gmail.com

www.stilettoninjas.com



[IG.COM/CANDICE.IAMSTILETTONINJAS](https://www.instagram.com/candice.i.amstilettoninjas)



[FB.COM/STILETTONINJAS](https://www.facebook.com/stilettoninjas)



WWW.STILETTONINJAS.COM

**START BY
DOING WHAT'S
NECESSARY.**

**THEN DO
WHAT'S**

**POSSIBLE; AND
SUDDENLY YOU**

**ARE DOING THE
IMPOSSIBLE!**

FRANCIS OF ASSISI

