



CHAPTER 3

IMPROVEMENT AND TIME
GET THE MOST FROM 1% OF YOUR DAY!

OBJECTIVE

Things you can do in 15 minutes, 1% of your day:

1. Write a card
2. Review your calendar
3. Confirm a reservation
4. Clean up voicemail
5. Draft meeting notes
6. Breathe deeply

Read more on page 53

WHAT READERS SAY

"Your Best Just Got Better is exactly the kind of tool we need to help us work most effectively – in life and at work."

-Frances Hesselbein
President, Leader to Leader
Institute

1. 15-MINUTE BLOCK = 1% OF YOUR DAY

How many 15-minute blocks open up each day? Pages 49-51

2. WHAT WOULD YOU DO WITH AN EXTRA 15 MINUTES?

Pages 51-56

3. YOUR TIME MANAGEMENT PROFILE

What do you have with you to make the most Of your time? Pages 56-70

