



## QUICK TIP

## SPEND TIME BEFORE BED PREPARING FOR THE NEXT DAY.

Map out your schedule and plan your routine for an easier start.

## WE ALL HAVE 24 HOURS

If you feel like you work all day but don't accomplish nearly anything you set out to do, you may need time management. By managing your time, you'll be able to take control of your day and achieve your goals.



### WORK IN BATCHES

Group your tasks into similar, small batches. Make all your lunches at once, pick out your clothes before the work week, and plan your dinners when making your grocery list.



### TRACK MORE THAN STEPS

Spend a few days tracking how you spend your time, including your commute, TV time, and checking your phone. At the end of this practice, see what you can cut out of your day.



### YOU'RE IN CONTROL

It might not always seem like it, but you're in control of how you spend your time. Make a list of your priorities and say "no" to any projects or tasks that don't align with your goals.