



Time Management Mastery

WORKBOOK

Time Management Mastery

STOP PROCRASTINATING, START PLANNING, AND GET STUFF DONE!

The five things that keep us from reaching our goals:

1. _____
2. _____
3. _____
4. _____
5. _____

Having _____ goals and priorities is like trying to go somewhere without knowing the _____. Scheduling is important because if you don't _____, then your day will _____. Even if you have a destination and a map, you'll never get where you're going unless you _____. To prevent distraction, it is best to turn _____ on, and _____ off.

Procrastination =

Ready... _____ ... _____

Distraction =

Ready... _____ ... _____

Analysis Paralysis =

Ready... _____ ... _____

To Get Stuff Done =

Ready... _____ ... _____

Imperfect action is better than _____.

3 ways to get support: _____, _____, _____.

NEXT STEPS:

1. _____
2. _____
3. _____
4. _____
5. _____

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TOOLS & RESOURCES

Goal Setting:

- Personal & Professional Assessment Worksheet
- Vision Board
- Photos
- Sticky Notes
- Jewelry
- Phone/Computer Screen Savers
- Apps & programs
 - Productive - Habit Tracker
 - Goal Buddy
 - Goal Enforcer

Strategic Planning:

- Ideal Schedule Template
- Planners/Calendars - Digital
- Planners/Calendars - Paper
 - Daily Greatness
 - Panda Planner
 - Ninja Planner
- Recurring Appointments
- Reminders & Alarms
- Apps & Programs
 - Google tasks
 - iPhone reminders
 - Asana
 - Evernote

Take Action:

- Rubber Band
- Phone timers & alarms
- Music
- YouTube
 - Guided Meditations
 - Hypnosis
 - Affirmations
- Timer apps
 - Interval Timer
 - MultiTimer
 - Pomodoro timer
 - tomato-timer.com
- Blocker apps
- Offtime
- Moment

Assess & Finesse:

- Special coin or token
- Apps
 - Streak
 - Habit Hub
 - Productive
 - Habitica

Changing Habits:

- Apps
 - Fabulous - Daily Motivation
 - Done: A Simple Habit Tracker
 - Strides : Habit Tracker
- Books
 - 12 Week Year - Brian Moran, Michael Lennington
 - Miracle Morning - Hal Elrod
 - Outliers - Malcolm Gladwell
 - The ONE Thing - Gary Keller
 - The Power of Habit - Charles Duhigg

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TOOLS & RESOURCES

NEXT STEPS:

1. Set your goals
2. Create a plan
3. Take Action
4. Assess & Finesse
5. Get Support