

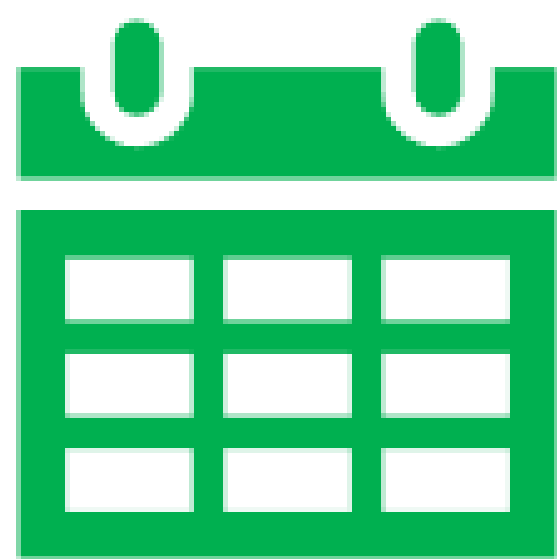


TIPS FOR TIME MANAGEMENT



Goal Setting

To-do lists, prioritization,
calendar for planning



Routine

Dedicated workspace



Frog

Start with the hardest task



Accountability

Check in with someone



Minimize Distractions

Do not disturb



Timer

Work more efficiently