

Choosing HOW to Spend My Time

8 Full Hours a Day,
5 Days Every Week...

It's just **NOT**
enough!



Is there an expectation
that you will work
more than 40 hours a
week? Is it 50? 55? 60
hours? More?

Time is like AIR
in a bottle

Each task that we work
on will take up all of the
time we are willing to
give it.

1. **Allot a certain amount of time to a task and finish it within that time.**
(Unless you're doing something for the first time, you know about how long it should take you to do the task.)
2. **Always do the most important task first – the one that matches your main goals.**
(We tend to do the easiest first and then have less time for the more difficult tasks. This is backwards to how it should be done.)
3. **Give some of your tasks to others to do and just spend a small amount of your time checking this work.** (You may spend some up-front time training someone else, but it will definitely pay off in the end.)
4. **Just don't do some of the tasks on your list! Are they really crucial?** (Sometimes we fall into a pattern of doing things just because we have always done them, or done them "that way". Weed these out.)

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