



Time is money! What's stealing yours?

Meeting
@ 9:00

swim class

run
pipeline
report



**How to prevent 7 time thieves
from stealing your time.**



STOP GETTING ROBBED OF YOUR TIME!

Take control by implementing small changes to reclaim your time so you can focus on the tasks that matter most to your success.

1 Lack of Priorities

PREVENTION TIP: Set Priorities (Eisenhower's Matrix)

Lined writing area for notes related to Lack of Priorities.

2 Not Saying "No"

PREVENTION TIP: Use Yes! No. Yes?

3 Under-Utilizing Your Calendar

PREVENTION TIP: Calendar Blocking

Lined writing area for notes related to Under-Utilizing Your Calendar.

4 Inability to Switch Gears

PREVENTION TIP: Pivot

5 Multi-Tasking

PREVENTION TIP: Focus on One Task at a Time

6 Busy Brain

PREVENTION TIP: Brain Dump

7 Not Reflecting

PREVENTION TIP: Question Everything

TIME THIEF PLEDGE: I pledge to stop one time thief as my first step toward taking control of my time.

Small changes eventually add up to huge results. Select one prevention tip you're willing to implement to stop a time thief from stealing your time. Write down the actions you're willing to take to control your time.

I WILL:

- Set Priorities
- Use "Yes! No. Yes?"
- Calendar Block
- Pivot
- Focus on One Task at a Time
- Brain Dump
- Question Everything

My Time Thief Prevention Plan

Here's how I'm going to do it:

1)

2)

3)

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