

Lesson 1 – Time Management – Make a Plan

This is a 3-lesson course. I will be teaching 1 lesson per day, Friday - Tuesday.

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Alec Mackenzie wrote a book called The Time Trap. In the book he said the best time management idea is to plan your day in writing before the day starts.

Planning your Day

Ask and answer the following 6 questions in writing.

1. What must I accomplish today?
2. Who do I need to follow up with?
3. What are my 2 most important outcomes today?
4. What level am I committed to playing at today?
5. What am I grateful for today?
6. Do I need to let anything go today?

My system

1. Ask and answer your time management questions in writing for 14 minutes
2. 80/20 your plan

Time Management Mindset

I am not good at time management becomes

I can get good at time management
I can become great at time management
I can become a time management master

We live into our story

What is your time management story?

What could your time management story become?

Angel's Book

https://www.amazon.com/gp/product/B09P1MK1K4/ref=dbs_a_def_rwt_hsch_vapi_tki_n_p1_i0?fbclid=IwAR3E7eNSuCOVlsybapVrjiUD_Oidvvy_0wNoNcSS52Amz8DnGp8jW4_YR-w

The Close 2 Day Boot Camp – www.ericlofholmcalendar.com

Bonus Video – Time Management Course - <http://bit.ly/timemanagementmodules>