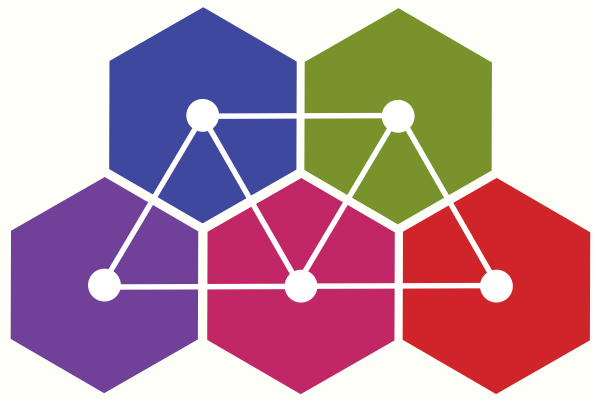


TIME MANAGEMENT ACTIONS



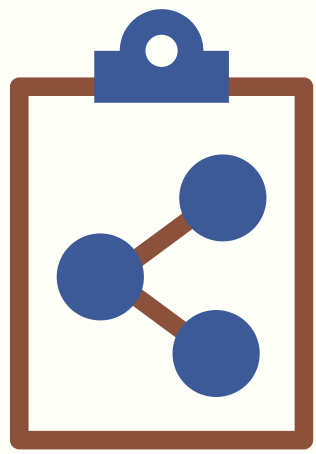
Schedule Time for Interruptions



Complete Your Most Important Tasks First



Deadlines Throughout the Day



Learn to Delegate



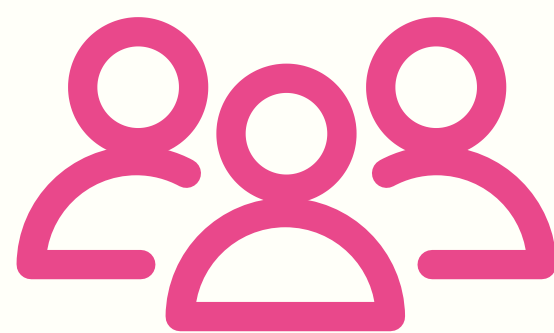
Batch Similar Tasks



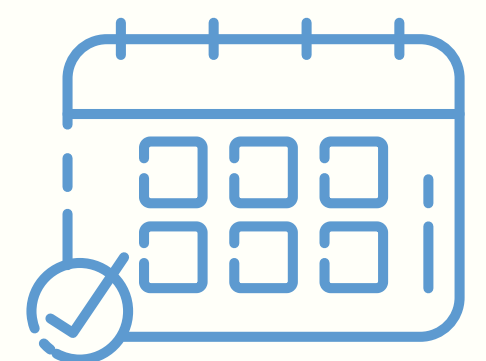
Use "Waiting" Time Effectively



Set Aside Time for Calls and Communications



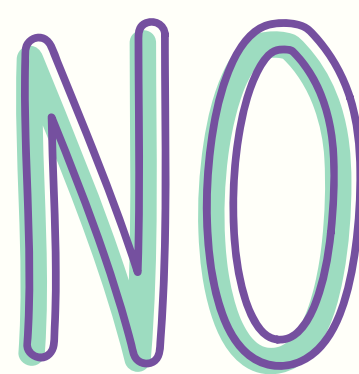
Minimize Meeting Time



Turn Tasks into Habits



Block Out Social Media



Learn to Say "No"



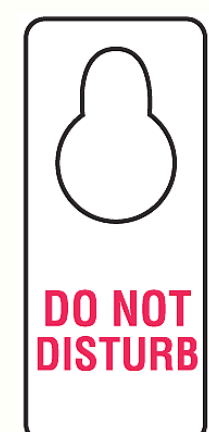
Take Care of Yourself



Don't Answer E-mails and Phone Calls Immediately



Get an Early Start



Schedule "Do Not Disturb" Time