

Day 10

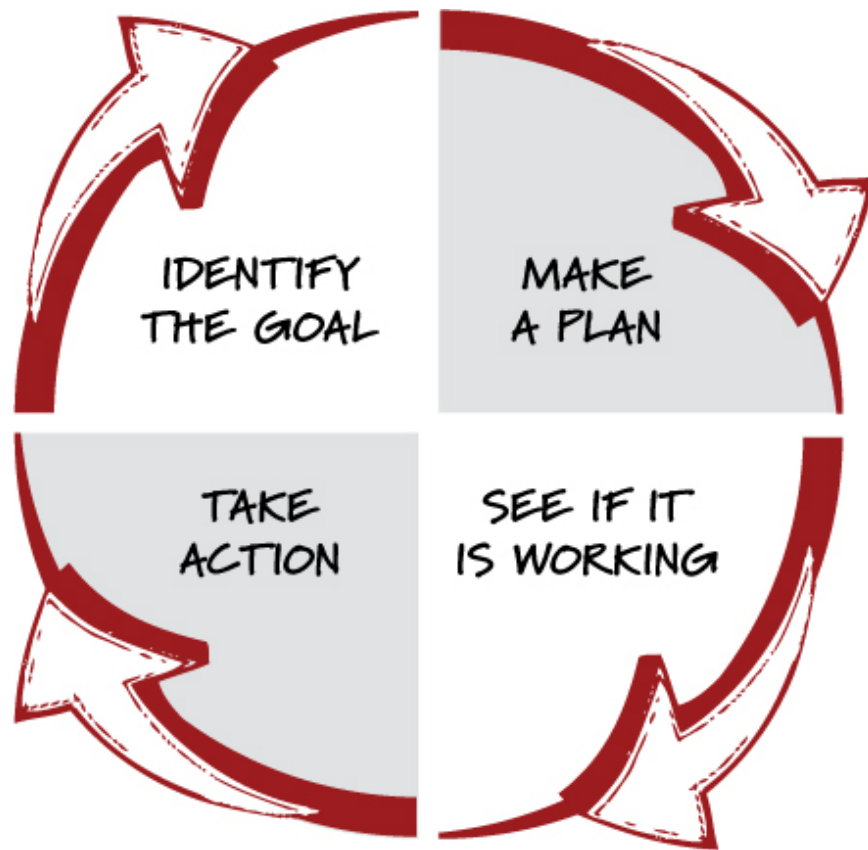


You cannot _____ *Time*

You can plan how to _____ *Time*

Write down Everything you need to do - Manage your E-Mail - Set
aside *YOU Time*

Each step is a goal



GOAL SETTING

Specific
Measurable
Achievable
Realistic
Timely



**IF IT IS IMPORTANT
TO YOU, YOU WILL
FIND A WAY.
IF NOT, YOU'LL FIND
AN EXCUSE.**

Work your calendar END of day

- 1: Important
- 2: Urgent
- 3: Time of Day
- 4: Personal

Items that have no specificity as to time or urgency go on a to-do list until they rise in importance or urgency.

How many people can I touch in a day



What time of day are sales made?



