

TIME MANAGEMENT

The How To's in Time Management

RHONDA LIEBIG
Personal Trainer and Health Coach



Tools You Will Get

RHONDA LIEBIG

Personal Trainer and Health Coach

- Your Personal Approach on Time Management
- A sure fire way to approach your tasks & projects
- Learn to Build a flexible schedule



Why Do You Want To Have A Plan?

- Less stress
- Less confusion
- Jump right into your day
- Know your direction
- Able to build a schedule to be dynamic



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Your Personal Approach To Time Management.

The secret to managing your time effectively is to know how much your time is worth and put it toward the things that are most important to you.

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Tips

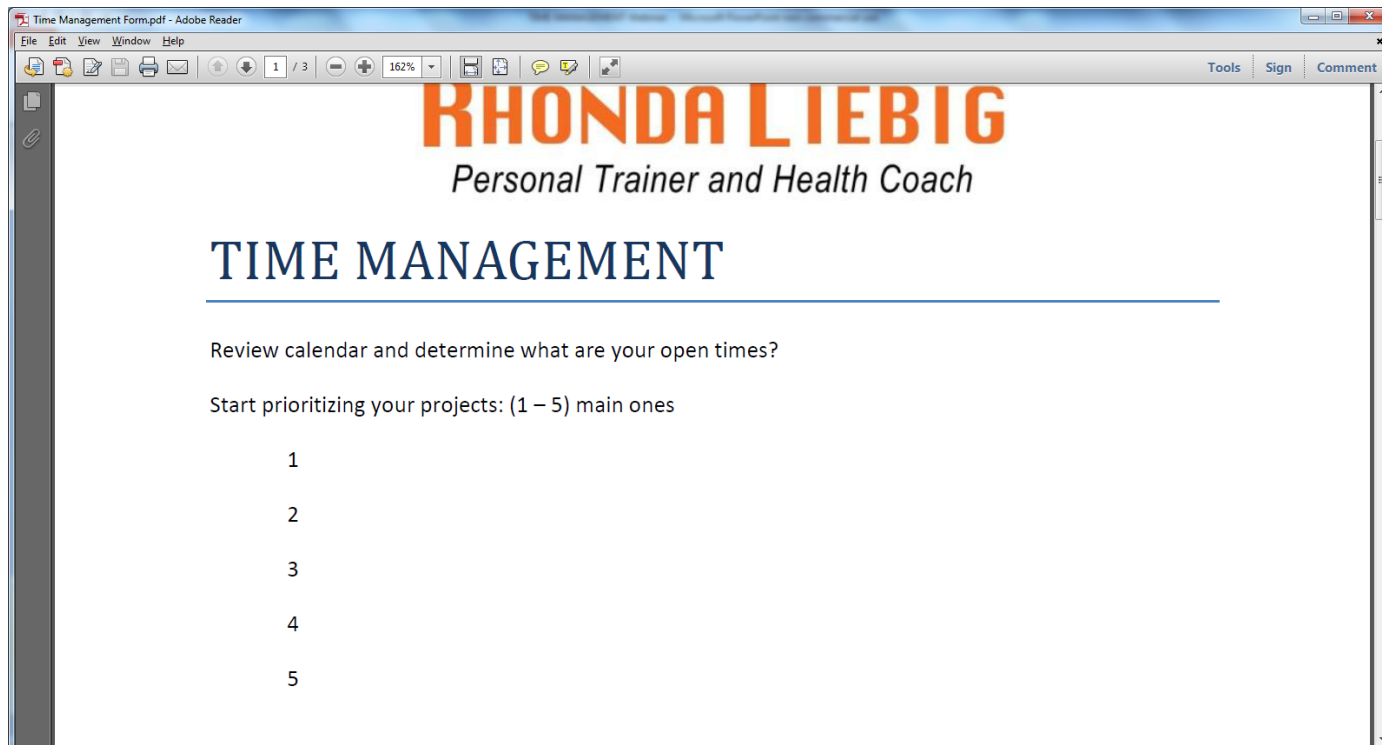
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- Know how many hours you want to work each week.
- Identify the times of days when you do your best work.
- Note the times of day that are difficult for you to work.
- Build your schedule around your personal time cycles: when is the best time for you to work, exercise, eat, sleep, and so on.
- Know your limit. How many hours a day and a week can you work before burning out?
- Acknowledge that there is a time in a day, after working a certain number of hours, when your efforts actually stop being useful.
- Clarify your goals and priorities, and make sure you spend most of your time working towards your biggest goals.
- Identify things that you do that do not support your goals, and stop doing those things.

Time Management Breakout

- Do certain tasks together using your open space
- Do an end of Day Tally
- Don't do tasks that drain you
 - Delegate





THANK YOU FOR SPENDING TIME WITH ME

INTEGRATE ∞ TRANSFORM ∞ THRIVE

<http://rhondaliegig.com/work-life-balance-tools-get-into-your-time-management/>

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- Click on link to get your Webinar Spreadsheet
 - You receive a bonus for being a part of the call today, follow the link and fill out the form and your name will go into the lottery for the 2 available spots for your “Organization Health Strategy Session”. Sign up right now and reserve your spot. **Good Luck!**