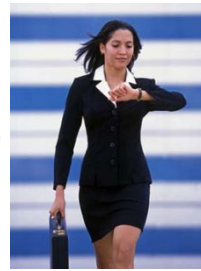


Success Star Seminar!



with Liah Kraft-Kristaine, J.D.

TIME MANAGEMENT:

How to Re-Think Your Attitude toward Time & Get More Done Peacefully in Your Day!

1. How to tell whether you need time management:

- a. Your environment is _____ .
- b. You spend time _____ frequently.
- c. You feel a sense of _____ about time.
- d. You feel a lack of _____.
- e. You don't respond quickly to _____ and _____.

2. List at least three daily experiences that make you feel that you're on top of it all:

3. What causes you to get behind in your day, or to feel a sense of being rushed, or to feel that you can't get it all done?

4. Biggest Time-Wasters and Time-Robbers:

_____ Telephone Calls	Indecision
Complication & _____	Perfectionism
_____ Activities	_____ Tasks
_____ to put things away	Interruptions

Write at least two things you would do if you had the time:

Focus on RECLAIMING YOUR TIME FREEDOM:

- What can be streamlined in your daily life?
- What can be simplified or eliminated?
- What time of your day or week is best for focusing on your short-term and long-term goals?
- What needs to be put in order in your life?
- What percent of your time goes to:
Urgent and important _____
Urgent but not important _____
Important but not urgent _____
Not urgent, not important _____

Keys to Getting More Done in Less Time:

- Focus on just _____ to-do's before moving on to the next bunch.
- Estimate how long each task will take. _____ it as you begin.
- Avoid _____.
- Learn to say _____. Try these phrases:

- Keep an _____ for one week.
HOW? Keep track of every _____.
Then go back and look at:

DO THESE THINGS AND YOUR LIFE WILL BE MORE FUN!!