

168 Hours

TIME MANAGEMENT



WHERE IS YOUR TIME
GOING EVERY WEEK?

Angelica S. Nillon
Amplify Your Brand's Voice!

Affirmations and Questions to Ask Yourself

I manage my time for success.

I am a master of time management! Each moment spent has a defined purpose. I place my priorities toward the top of my to-do list and ensure that these responsibilities get completed.

My priorities change according to the environment I find myself in.

Time is of the essence in my workplace; I develop tunnel vision when it comes to checking tasks off of my to-do list.

When I am in the office, I close the door to all distractions.

Working hard in the office is not always easy, especially when distractions like texting friends and scrolling through social media come into play. But I know that putting my family first means pushing past these temptations to get the job done – and it's all worth it!

Self-Reflection Questions:

1. Do I manage my time efficiently?
2. What can I do to get more done in less time?
3. Can I delegate tasks that do not require my immediate attention?

Where Is Your Time Going Every Week?

TIME TRACKING

EVERYONE HAS 168
TOTAL HOURS IN A WEEK

Sleep	56
Exercise	-----
Getting Ready	-----
Work Commute	-----
Working Hours	-----
Family Commute	-----
Grocery Shopping	-----
Cooking	-----
Cleaning House	-----
Children	-----
Social Media	-----
-----	-----
-----	-----
-----	-----
Your Total Hours Used	-----
Hours In A Week	168
Your Hours (-)	-----
Hours Remaining	-----

THIS IS THE ADDITIONAL TIME
YOU HAVE IN A WEEK TO
CREATE SOMETHING AMAZING!

Effective Time Management Tips

Time is the one thread that runs the same through all of our lives. Whether you're always early for an event, arrive as scheduled, or prefer to be fashionably late, you're probably also watching the clock. Wouldn't you love more time in your day to squeeze in more activities?

So how can you get more hours out of your day?

Looking to up your productivity? Try some of these time management tips! Utilize them in order to maximize efficiency, increase output and stay on track.

1. Preview your schedule for the day first thing in the morning. Use your calendar effectively and you'll be able to spend your time more judiciously.

- With practice, you'll learn to recognize which tasks need more time to be completed and which tasks' scheduled time can be shortened.

2. At work, if you're responsible for leading a meeting, be prepared. Write the meeting agenda in advance.

- Stick to the time allotted for each agenda item.

3. Keep your focus on the task at hand. If you need to finish writing a report, stay with it until the report is completed.

4. Take active steps to screen out distractions. If you work better with soft music playing in the background, arrange to listen to your tunes while you complete your tasks.

- If you're on the job, close your office door to deter people from stopping in to say, "Hi," or ask a quick question.

5. Stand up. If someone calls you into their office for a minute to get your opinion on an issue, avoid sitting down. Impromptu meetings are shorter when at least one of you stands.

Notes:



Notes:



Be the CEO of Your Time!

Maximize your efficiency and accomplish more by integrating these simple time management tips into your daily routine. Create achievable goals, plan ahead, avoid distractions, set limits on multitasking – all of which are sure-fire strategies for success!



Thank you!

Our mission is to amplify the voice of women in the online service industry, by telling their brand story in their authentic voice to capture the attention and hearts of the audiences they serve and give you time back to run your business. .

Angelica G Miller
Founder & CEO
AGM VIRTUAL SERVICES



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