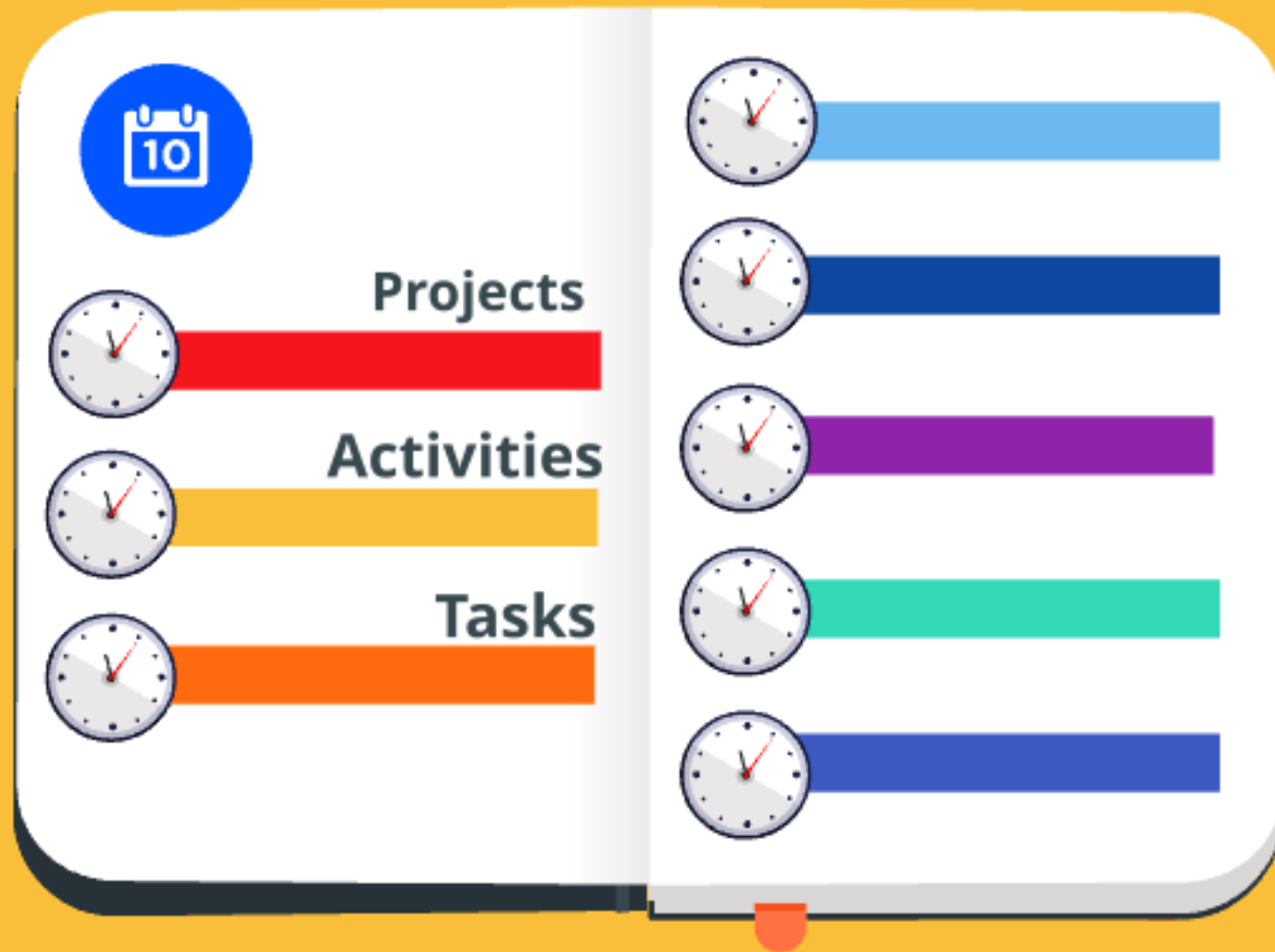


Key Points to Keep in Mind



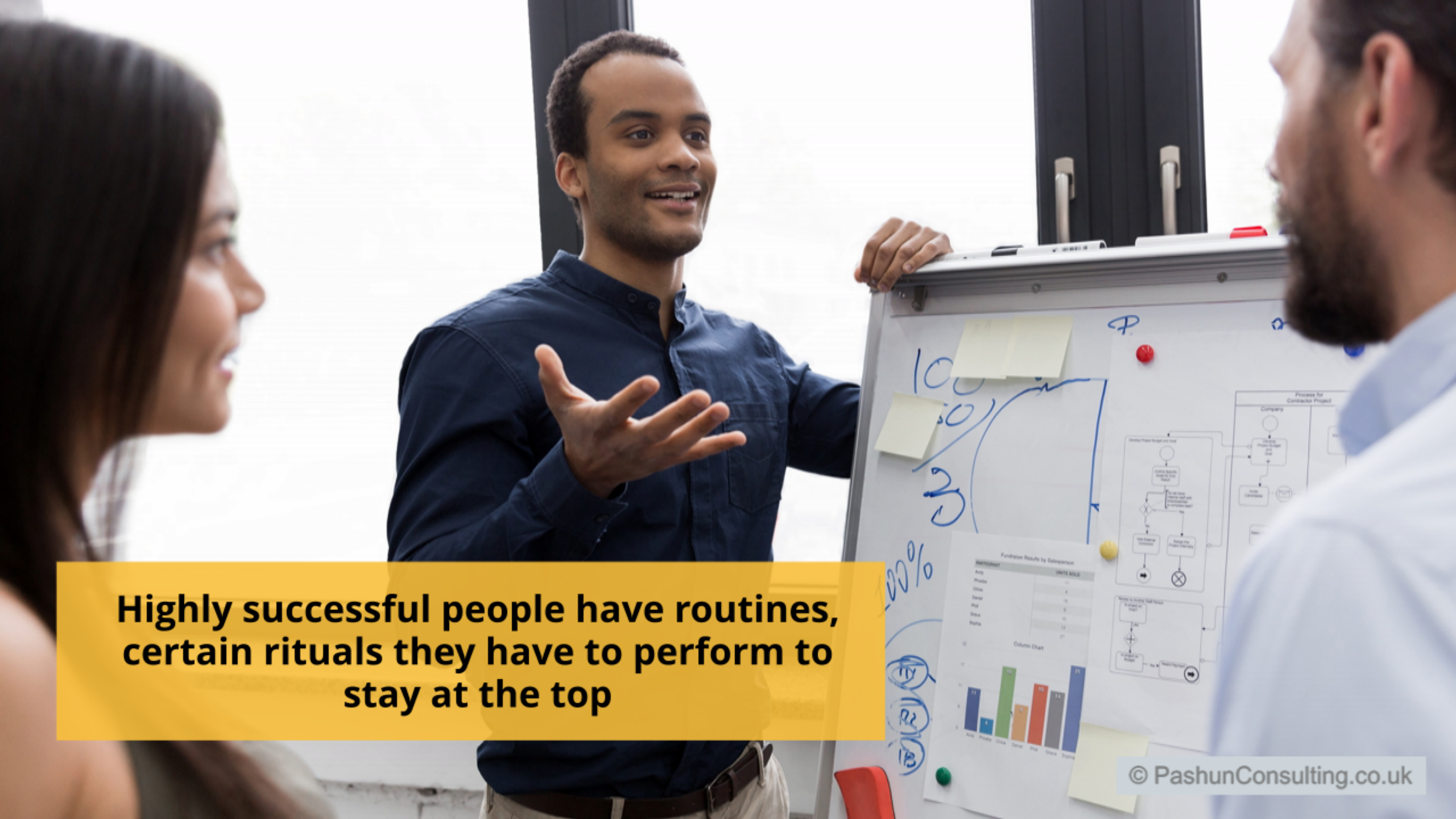


- Time management means planning your day and organizing it
- Know exactly how much needs to be spent on certain projects, activities, or tasks



- **Learning the tips in this book will save you a lot of stress in the long run**

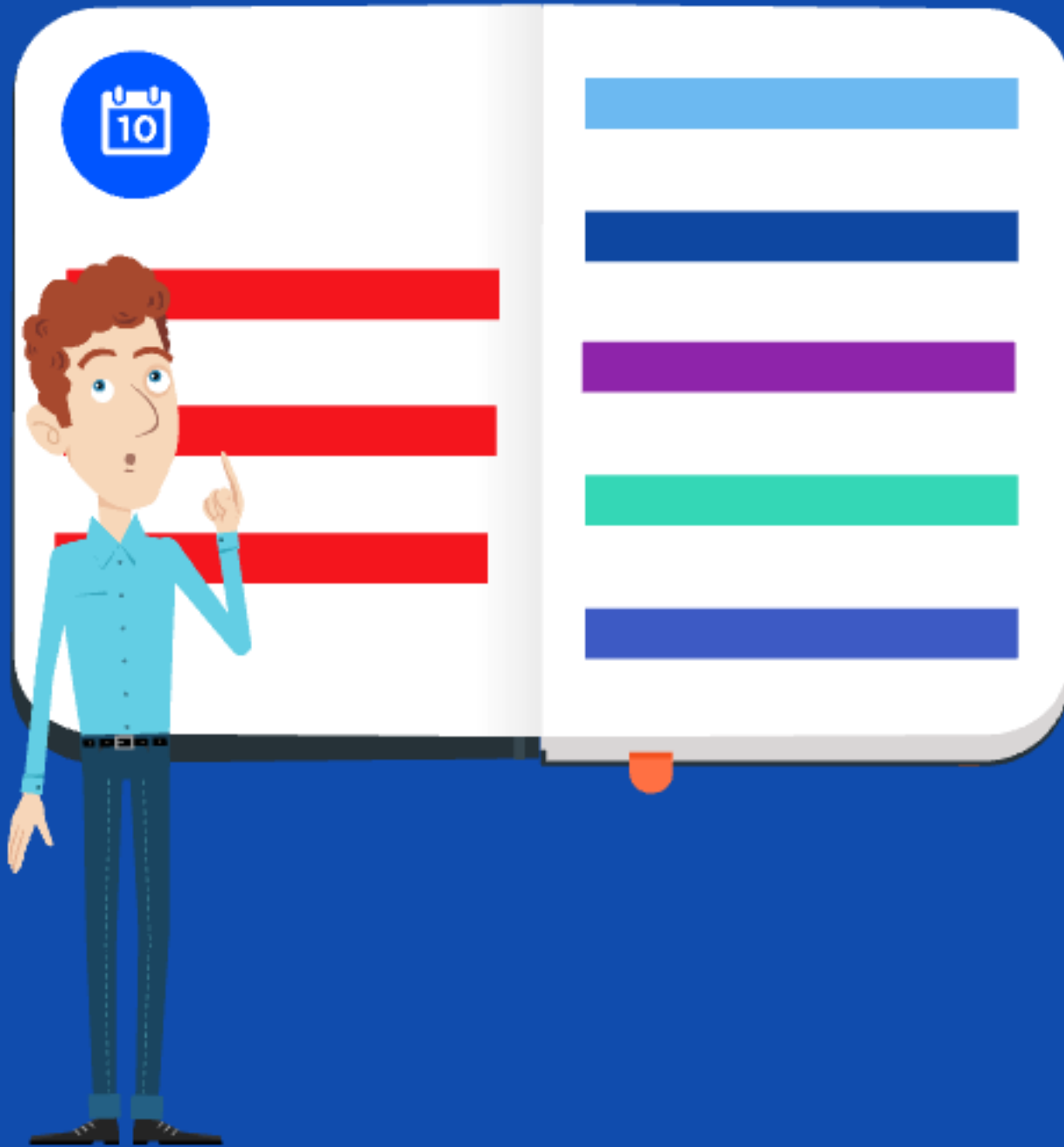




**Highly successful people have routines,
certain rituals they have to perform to
stay at the top**

**It starts with
very simple
changes to
your habits**





- Plan your days before you go to sleep the night before
- Figure out the importance level of each necessary task





- **Do the highest priority item on the list first thing in the morning**
- **You will notice a change within a day or two**



All of these points will be included on the list and talked about in more detail

