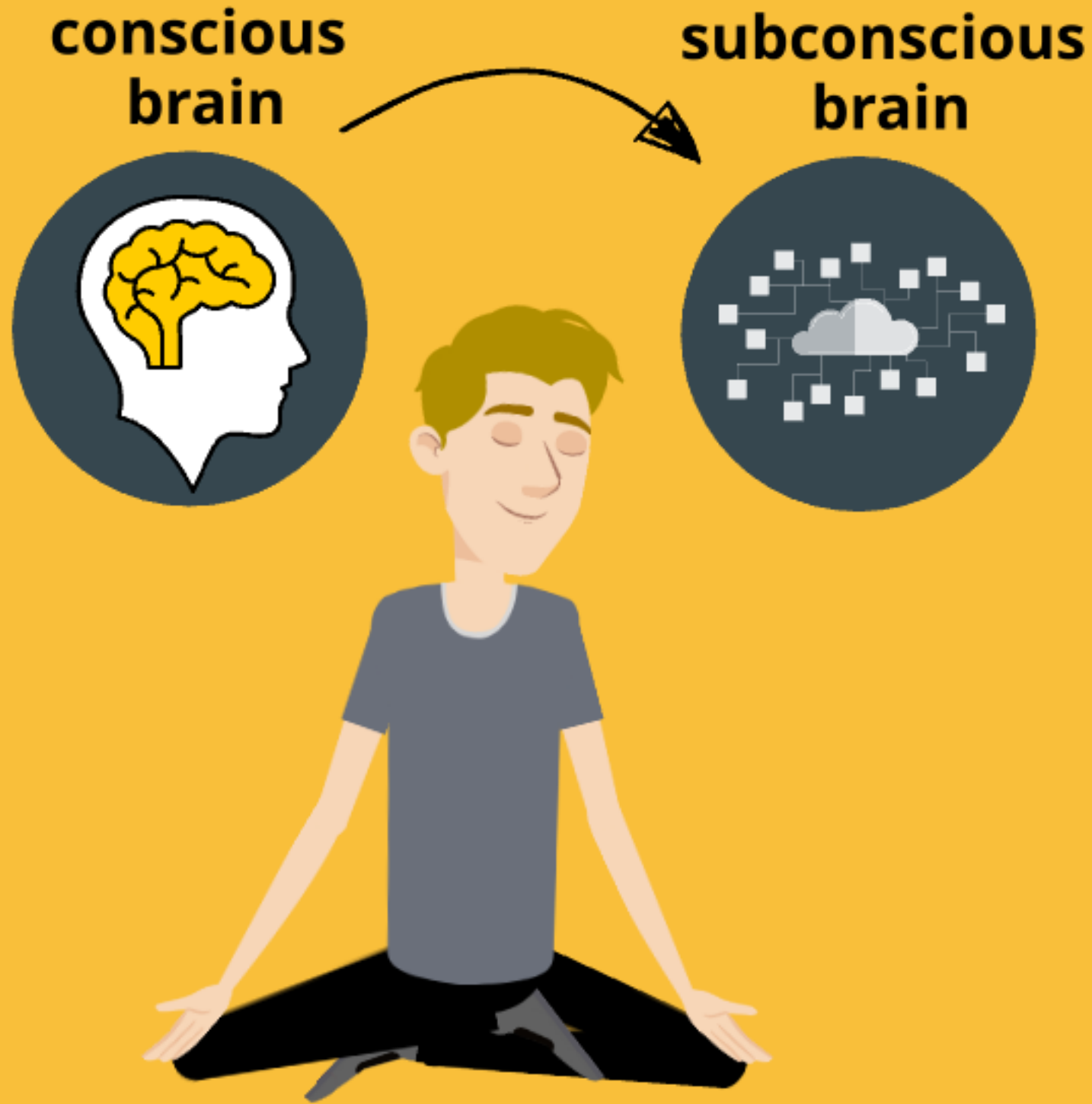


# **Tip 14 – Use Visualization Techniques to Improve Time Management**



**A trick that a lot of professionals  
and success figures use is mental  
pictures**





- **Mental pictures are going to work immediately on your subconscious brain to reprogram your self-image**



- You can use these mental pictures to start seeing yourself as efficient, well organized, and a pro time manager





- **Recall or recreate mental pictures of times you excelled or performed**
- **You can also create pictures that haven't happened yet**



**10 minutes**

- **Be sure to spend at least 10 minutes on these visualizations**

# Increased Creativity toward Potential Accomplishments



- Using mental pictures can help you become creative about your capabilities



# Reminding Yourself what you can Do



- Remind yourself of times that you excelled and accomplished a lot







- **At times, we just need to stop and remember what we can truly do**

# A Calmer and More Centered Disposition at Work



- **Focusing on positive mental pictures creates an optimistic attitude and pleasant demeanor**

# In Summary

## ● Tip 14 – Use Visualization Techniques to Improve Time Management

1. Increased Creativity toward Potential Accomplishments
2. Reminding Yourself what you can Do
3. A Calmer and More Centered Disposition at Work