

# What is Time Management?

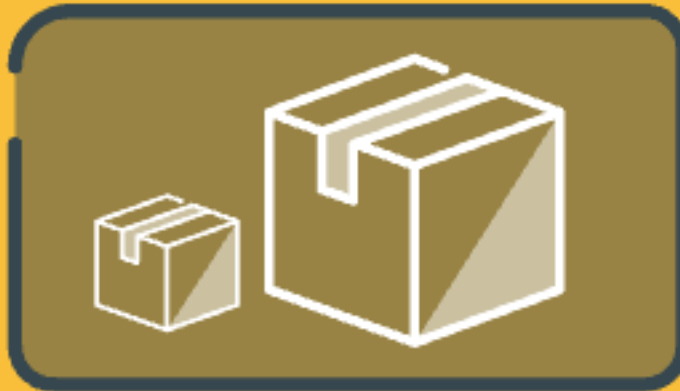




Events



End Products



- **The essence of great time management involves a crucial shift in attention from events to end products**

- **Just because you are busy doesn't mean that you are being productive**



- You always feel like there is more to accomplish, no matter how much you do



- **You're likely splitting up your focus on too many different things at once**





- **You will work in a more intelligent manner, rather than harder**

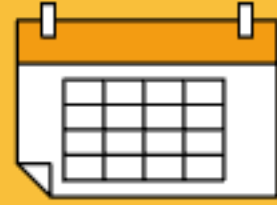


- **Get more goals achieved in less time**



# Time management is all about the way you

- **Plan your day**



- **Organize your focus**



- **Decide which activities to place your attention on**





- **Learning about time management will pay off**



## Brain Tracy



***The most successful people all have certain habits in their daily routines. These habits help contribute to their success and can be considered good habits to form for yourself.***