2018 MOTIVATIONAL **CALENDER** WITH TIME MANAGEMENT **HACKS**

Contact us for the best career guidance services



7249008811/7249008822/7249008833

brainoscript@gmail.com

2018 January

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

TIME MANAGEMENT TIP:

Complete most important tasks first. This is the golden rule of time management. Each day, identify the two or three tasks that are the most crucial to complete, and do those first.

Don't stop when you are tired, stop when you are DONE.

Contact us for the best career guidance services







brainoscript@gmail.com



2018 February

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

TIME MANAGEMENT TIP:

Learn to say "no".

Making a lot of time commitments can teach us how to juggle various engagements and manage our time. This can be a great thing.

Work hard in SILENCE. let your SUCCESS be your noise.

Contact us for the best career guidance services







brainoscript@gmail.com



Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Devote your entire focus to the task at hand.

Close out all other browser windows. Put your phone away, out of sight and on silent. Find a quiet place to work.

Every MASTER was once a DISASTER

Contact us for the best career guidance services







brainoscript@gmail.com



Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Don't allow unimportant details to drag you down.

We often allow projects to take much, much longer than they could by getting too hung up on small details.

A GOAL without A PLAN is just A WISH

Contact us for the best career guidance services







brainoscript@gmail.com



Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Be conscientious of amount of TV/ Internet/gaming time.

Time spent browsing Twitter or gaming or watching TV and movies can be one of the biggest drains on productivity.

Failure doesn't mean the GAME IS OVER it means try again with EXPERIENCE

Contact us for the best career guidance services







brainoscript@gmail.com



Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Leave a buffer-time between tasks.

When we rush from task to task, it's difficult to appreciate what we're doing and to stay focused and motivated. A ship is always safe at shore But that is not what it's BUILT for.

Contact us for the best career guidance services







brainoscript@gmail.com



Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

TIME MANAGEMENT TIP: Do less.

Do less is another way of saying do the things that really matter. Do less things that create more value, rather than more things that are mostly empty.

Don't TELL people your dreams SHOW them.

Contact us for the best career guidance services







brainoscript@gmail.com



Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

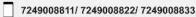
Create organizing systems.

Create a filing system for documents. Make sure all items have a place to be stored in your dwelling. Unsubscribe from e-mail lists if you don't want to receive their content.

Don't **LIMIT** your challenges. CHALLENGE your limits.

Contact us for the best career guidance services







brainoscript@gmail.com



2018 September

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

TIME MANAGEMENT TIP:

Do something during waiting time.

We tend to have a lot of down-time where we don't try to do much. Waiting rooms, lines at the store, time on the subway, on the elliptical at the gym, etc Find things to do during this time

You only FAIL when you stop TRYING

Contact us for the best career guidance services







brainoscript@gmail.com



Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Lock yourself in.

No distractions, no excuses. Sometimes, the only way I'm going to get something done is if I'm under lock and key, alone in a room.

The Struggle you are in TODAY is developing the strength you need for TOMORROW

Contact us for the best career guidance services







brainoscript@gmail.com



11

2018 November

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

TIME MANAGEMENT TIP:

Batch related tasks together.

Different tasks demand different types of thinking, so it makes sense to allow your mind to continue to flow with its current zone rather than switching unnecessarily to something that's going to require you to re-orient.

Never DREAM about success, WORK for it.

Contact us for the best career guidance services







brainoscript@gmail.com



2018 December

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

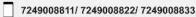
TIME MANAGEMENT TIP: Eliminate the non-essential.

Our lives are full of excess. When we can identify that excess and remove it, we become more and more in touch with what is significant and what deserves our time.

The one who falls and gets up is so much STRONGER than the one who never fell.

Contact us for the best career guidance services







brainoscript@gmail.com

