

2018
MOTIVATIONAL
CALENDER
WITH
TIME MANAGEMENT
HACKS

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7249008811/ 7249008822/ 7249008833

brainoscript@gmail.com

www.brainoscript.com

01

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.

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02

2018
February

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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.

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03

2018
March

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TIME MANAGEMENT TIP:

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

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2018
April

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29	30					

TIME MANAGEMENT TIP:

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

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2018
May

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TIME MANAGEMENT TIP:

**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

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2018
June

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TIME MANAGEMENT TIP:

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.

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2018
July

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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.

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2018
August

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TIME MANAGEMENT TIP:**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.

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2018
September

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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

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2018 October

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TIME MANAGEMENT TIP:

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

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November

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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.

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2018
December

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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.

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