

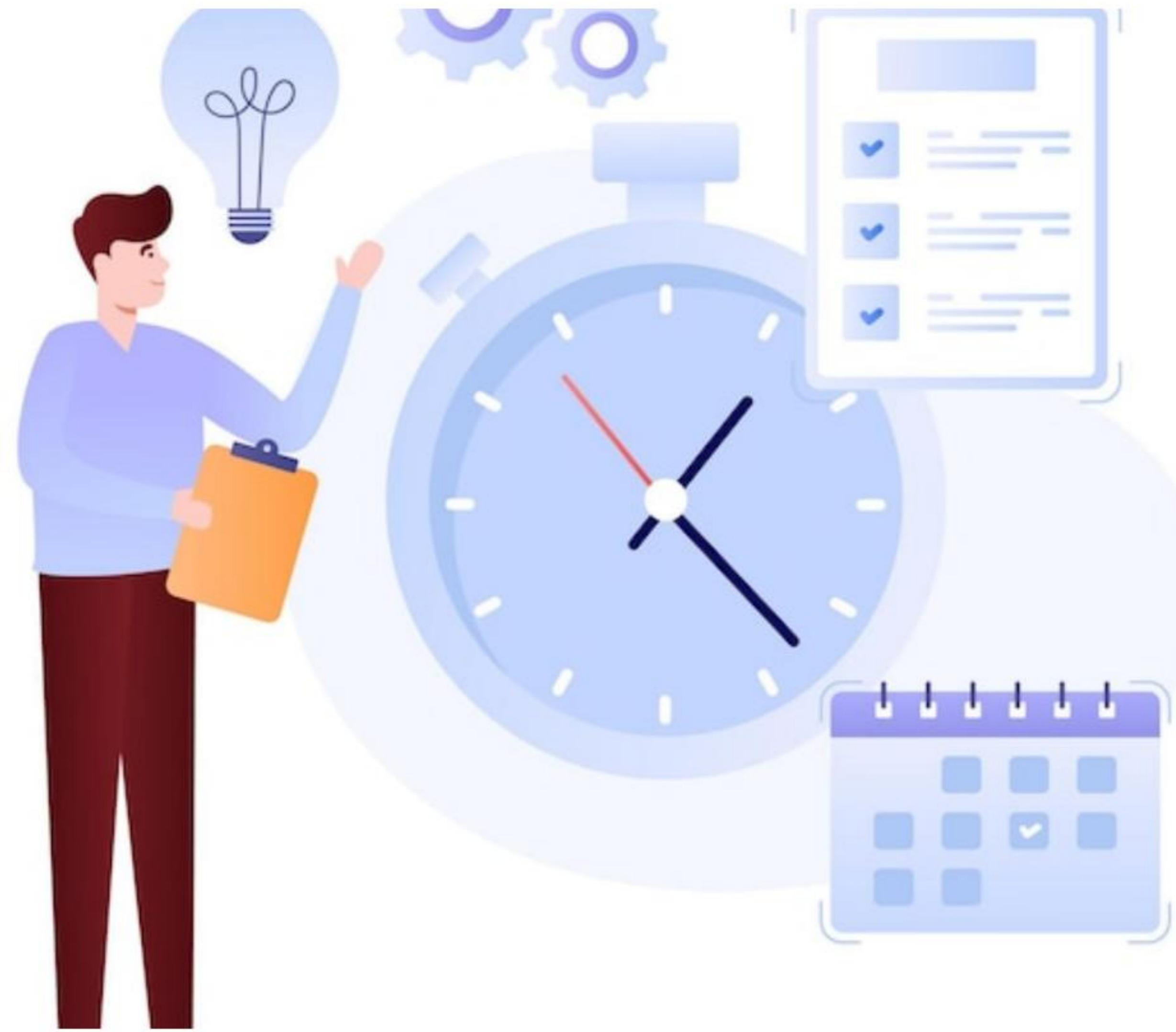
# Plan Your Day in Advance

## Set Your Compass for Tomorrow

Plan your next day the night before. A clear plan saves hours of confusion and helps you start the next morning with focus and purpose. You'll know exactly what to do first.



# Master Your Time



## Use Proven Techniques

- ✓ **Pomodoro:** Focus for 25 minutes, then take a 5-minute break. This is great for fighting burnout and keeping your mind fresh.
- ✓ **Time Blocking:** Dedicate specific hours to each task, just like scheduling a meeting. This protects your focus time from interruptions.

# Image Sources



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