

Business Tools for Career Readiness



Work Smarter, Not Harder: Time Management for Personal & Professional Productivity

Module 2

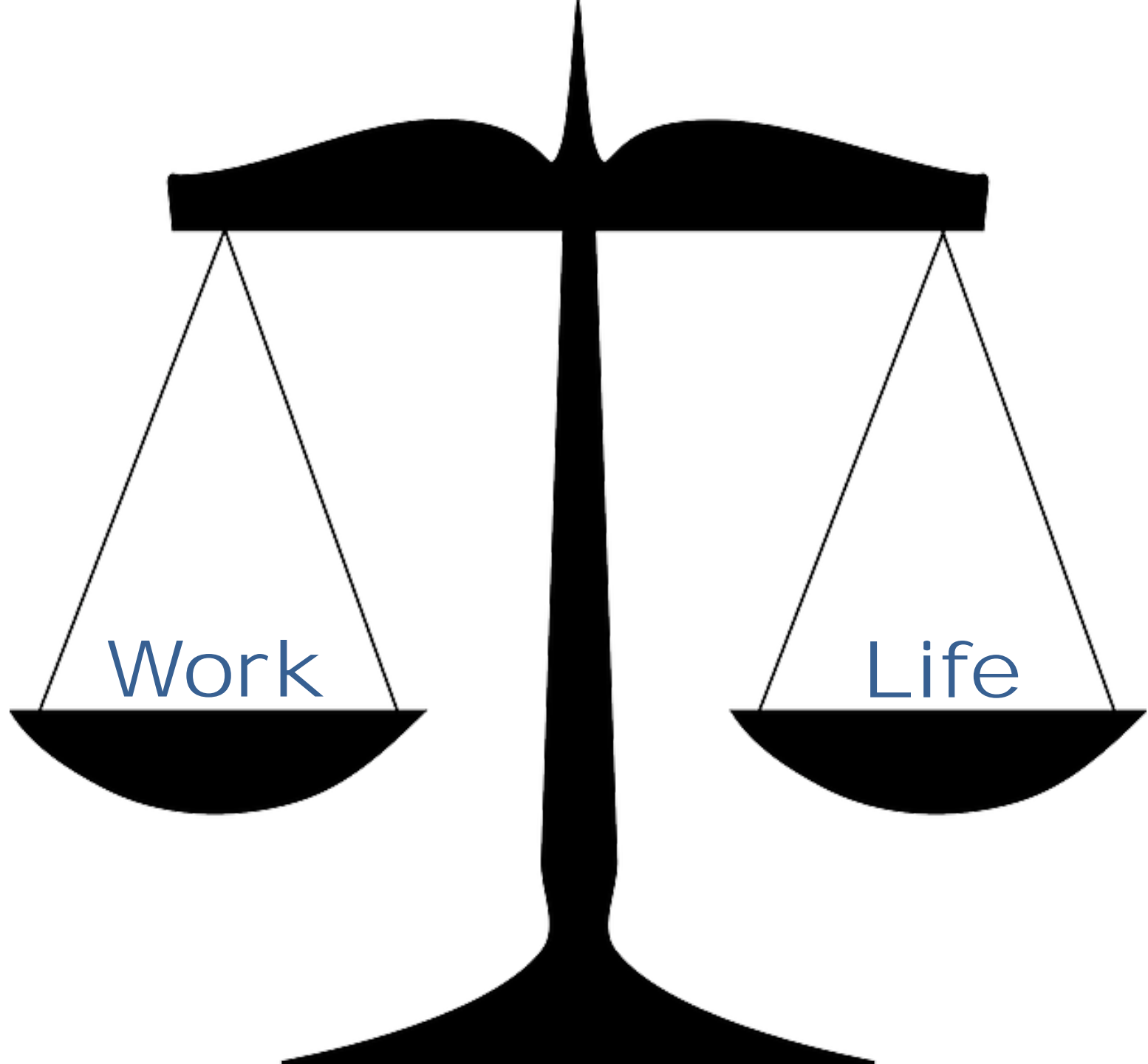


with Margaret Meloni, M.B.A., PMP

" We often, maybe even mostly, let our schedule schedule itself; Ignoring the fact that time, not money, is our only true leadership asset."

-Tom Peters

Time Is a Limited Resource



Work

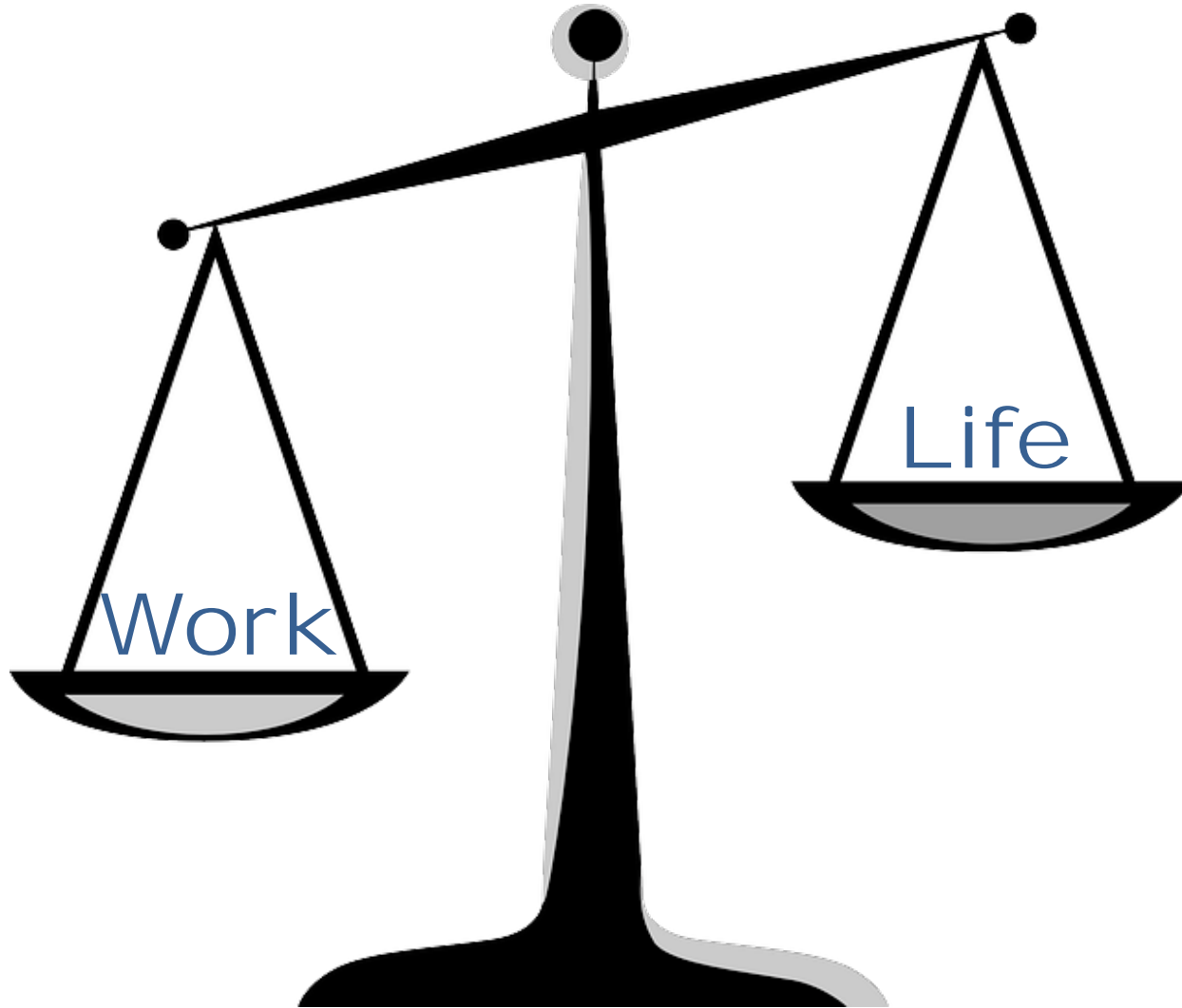
Life

Balancing Work and Life

How much **WORK** + How much **LIFE**
=
BALANCE?

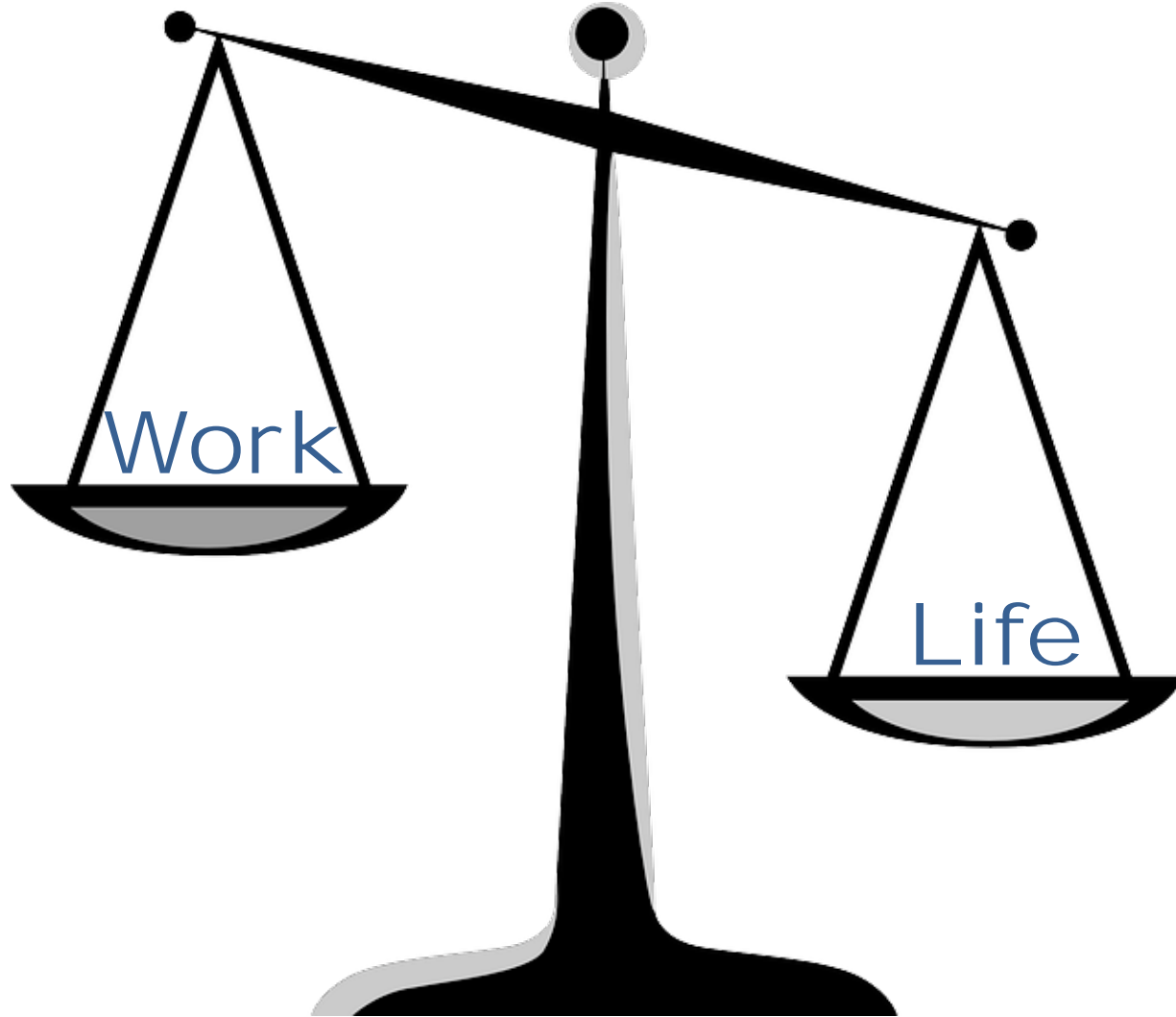
Balancing Work and Life

What is the secret formula?



Balancing Work and Life

What is the secret formula?



Balancing Work and Life

$$(x)\text{Work} + (y)\text{Life} = \text{Balanced Life}$$

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