**SUBJECT: time management**

Time management is an important key to success. No matter what your profession, time management is essential for you to stay organized and productive and free up valuable time to spend doing some of the things you enjoy and spending it with those you love.

To properly manage your time, it is essential that you create a schedule and stick to it. Start to organize yourself by looking at those things in your life that you are saying yes to. Try giving yourself 24 hours to think about new commitments before saying yes.

Then go into your calendar and insert your personal non-negotiable items. Let's say that every morning, you want to be at the gym at 6 o'clock, because that keeps you healthy. That's a non-negotiable, put that in. Maybe every single day, you want to pick your kids up from school at 3 o'clock, get them home, get them started on their homework, and that's a non-negotiable. Put those non-negotiable personal items in your calendar.

Determine your start and end time for work and then time block your work activities.

Reserve the morning for those items that need your focus and attention the most, the morning is when you are usually most productive.

Time block the rest of your activities so that you have structure to your day. Find ways to delegate low cost items as you can afford to do so. Utilize delivery services and cleaners to save time, if you are able to. Make sure you set 30 minutes a day aside for yourself.

Try keeping a time log for a week to help fine tune your efficiency, so you can see where you are spending most of your time.

You are going to be so glad that you have everything scheduled. It will give you a sense of peace, and a lot more freedom!

Warmly,

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