

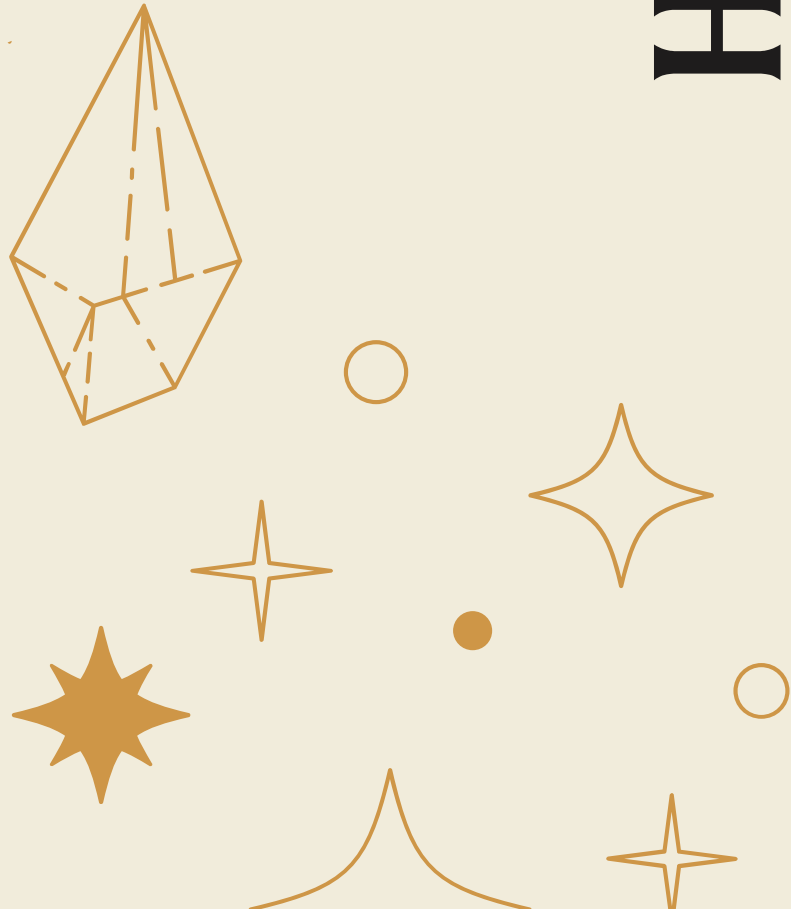


Time Management &



"Time expands as proper





How will you use

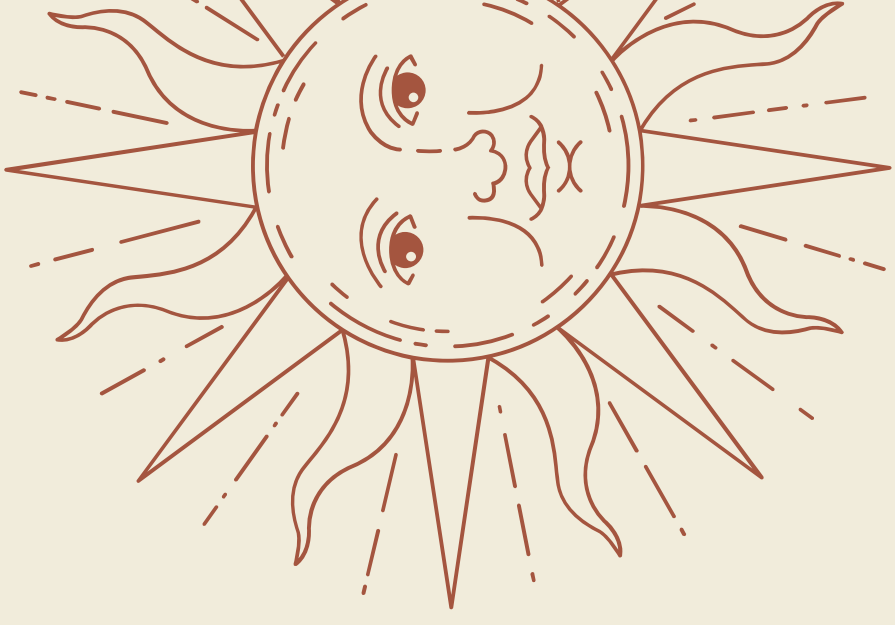
**How does your
reflect your**



**Imagine you are free to
whatever you wish with
time. What would you do
it? Think of meaningful t
not pastimes like video**

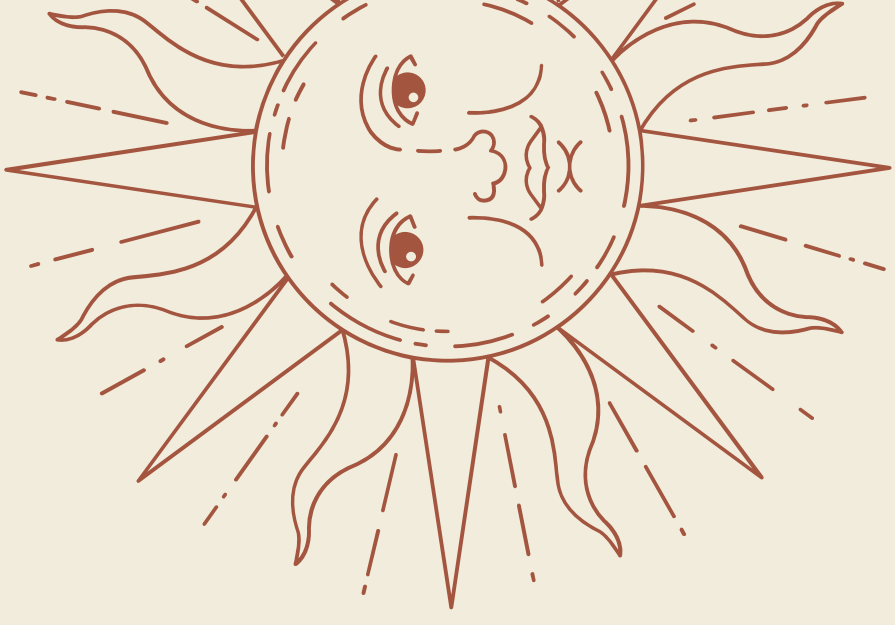
Time is all we hav





**What are the most
things you wish to**





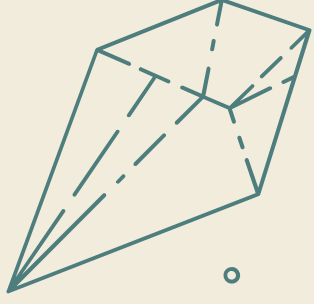
**How are you prepa
things with yo**

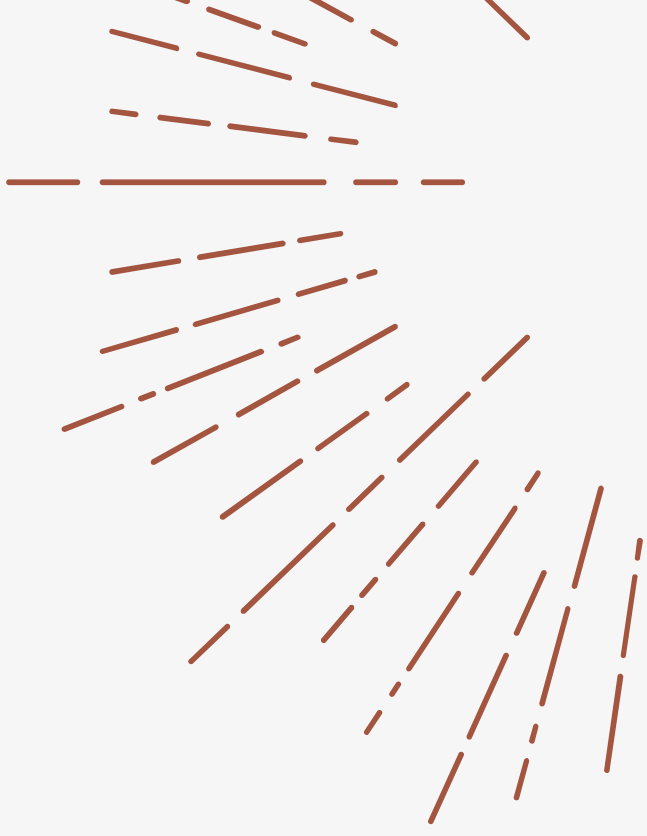
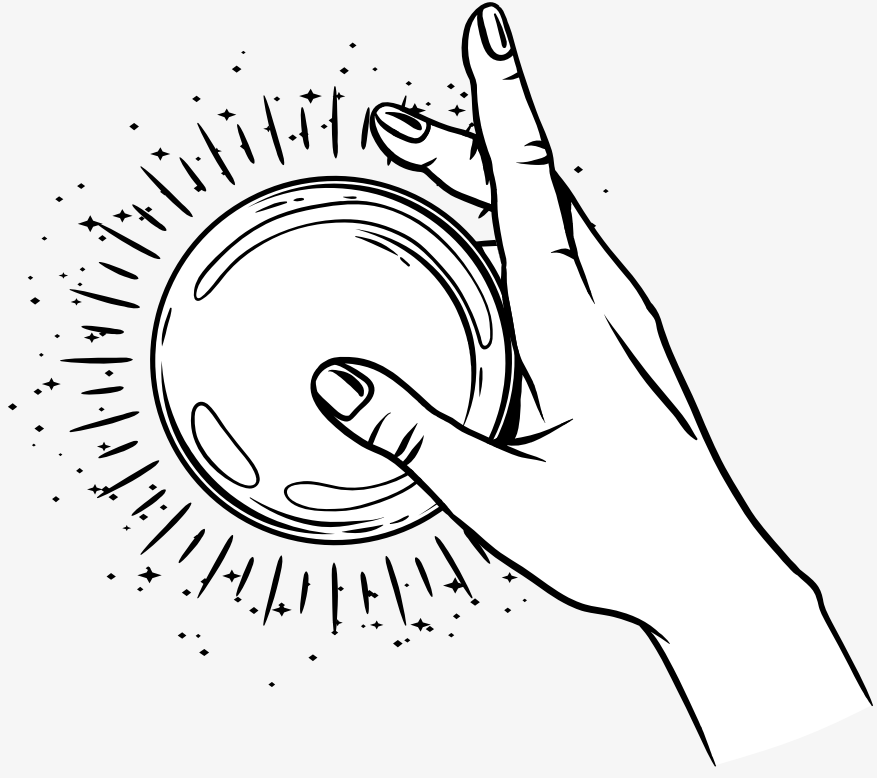


How can we use 0 meaningf



**The only way
you see
results...**





**It's time to start
new and trust th
new begin**





**"Discipline is choosing
what you want NOW
want MOS**





**"Nobody is too busy,
matter of prioritie**

What will result

Organization Tips

Use a planner

- Choose a planner or notebook you enjoy easy to carry.
- Limit what you write for each day. If you are likely to get overwhelmed and suggest only planning 3-4 things for each day.
- Write in pencil so that you can erase and



Organization Tips

Streamline

- Go through all of your belongings and following questions about each item: Is Have I used it in the last 2 weeks? Does joy? If the answer is "no" to any of these discard the item.
- Don't have more things than fit comfort





Organization Tips

Stack biggest to smallest

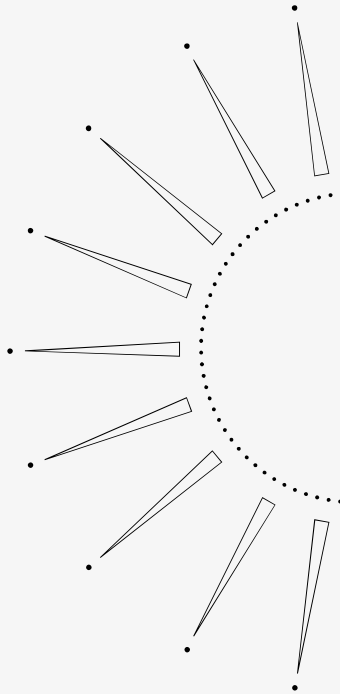
- When stacking books and notebooks, biggest to smallest, starting from the largest can also do this with other items as well



Organization Tips

Throw out the trash

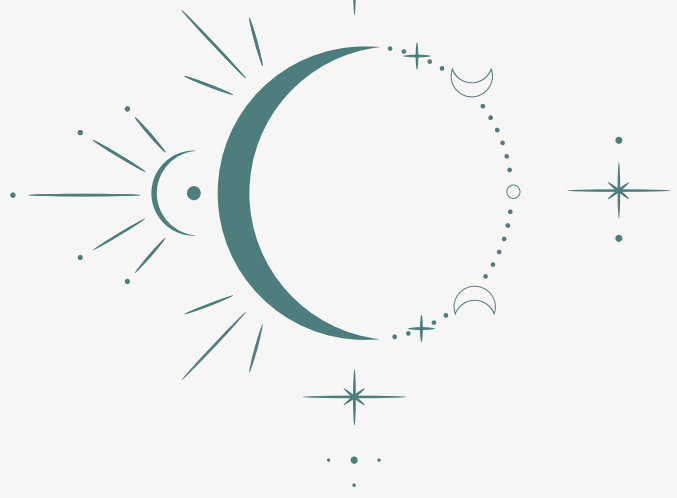
- When you create trash, throw it out in it doesn't build up in your space.
- Try to create less waste. Think about things come in, use more reusable things cheap plastic waste. This will also help planet Earth.



Organization Tips

Organizational tools

- Invest in a few organizational tools, such as file holders, multi-tiered shelves, etc.



Organization Tips

Upkeep

- Take a little time every day to organize
 - Routinely reassess which belongings you keep, and which can be thrown out or recycled
- Remember, if you have something you don't use, it can be better enjoyed and used by someone else.
- After regularly organizing for a week or two, you'll find it easier to maintain.



Thoughts?

Questions?