# Implement Time Management 2.0 – Workbook

### ı. Plan

### A. Prep at Night

Existing Prep	Prior Day Prep

- Have affirmative language in place
- Know your priority
- Include buffer time

### B. Morning Rituals

Existing Rituals	Target Rituals

### C. Identify Time Wasters

Time Waster	How to Manage

### II. Organize

### A. Management of Procrastination

What Overwhelms You	How to Avoid

- Many times we procrastinate when we feel overwhelmed.
  Identifying what overwhelms you and how to avoid it can make you less likely to procrastinate.
- Do in pieces
- Seek advice from colleagues (perfecting)
- Delegate

## III. Analyze Self

## A. Strengths

Strengths	How This Benefits You

#### B. Weaknesses

Weaknesses	How to Improve

## C. Identify Your Wins

Your Wins	Apply to Tasks

### IV. Goals

### A. Realistic

Visual Image of Goal	Steps to Achieve

## B. Measurable

Projected Time of Goal	Actual Time to Achieve Goal

### C. Time Bound

Approximate Time Needed	Revised Time Needed