


Tired of Feeling Overwhelmed?

One of the foundational pieces of business and personal management is getting a firm grip on your time. Most of us have so much to do and so little time. I have found this technique to be a life saver for so many of my clients.

Beginner's Technique for Getting a Grip on Time

1. The table below will help you have a visual of how much you have to do AND what will reasonably fit into the time you have available.
2. Think of the day in blocks of prioritized time. A total of 28 pieces of time pieces in a week.
3. Now, think of your week as a puzzle where the prioritized activities, projects, and tasks can be scheduled as needed. ★*Don't forget that most activities and tasks require some preparation and clean up time. This is a common pit fall in managing time. Reserve 10 minutes on each end of your puzzle pieces.*

	S	M	T	W	Th	F	S
Morning							
Early Afternoon							
Late Afternoon							
Evening							

Need help whipping your time and spaces in shape?

Contact Utah's small-business efficiency coach and personal home organizer, Vicki Winterton at 801.893.1377