

Plan your schedule using T.I.M.E A 4 step process

T.I.M.E:



T= To do list

I= Itemize list

M= Measure how long it will take

E= Execute on a daily basis

These four steps will take your actions to the next level and make your dreams come true.

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T.I.M.E:

T= To do list

Write out your todo list for the next 2 weeks. Think of everythin; big or small you need to accomplish and writer it down.

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T.I.M.E:



I = Itemize your list

It is now time to prioritize your list. 1 is for items that need to get done in the next 48 hours. 2 is for items that are important and 3 is something that is somewhat important but could be delegated or you may choose is not relevant now compared to the 1's and 2's on your list.

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T.I.M.E:

M = Measure your items

Looking at all the items on your list it is time to measure how long each task will take. Some tasks you will need to break down into smaller task. You want steps to take no longer than 1 hour. Once you have each one measured out it makes it clear how much time to delegate to get it done.

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T.I.M.E:

E = Execute on a daily basis

Now use your agenda/calendar to schedule your time. Put in each task in rank of priority and length of time it will take you to achieve. This is the crucial step, most people make a list rank it then never schedule actual time to implement them. You will see the change in your plans becoming goals quickly.