

Just say
"NO"

- 1. BLOCKOUT DISTRACTION**
- 2. DO LESS: DON'T PLAN ON MORE THAN 1-3 BIG THINGS PER DAY**
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- 3. SHOW UP: MAKE APPOINTMENTS WITH YOURSELF & KEEP THEM**

Focus

- 1. IDENTIFY KEY GOALS: PRIORITISE ACTIONS THAT WILL GET YOU THERE**
- 2. DO THE IMPORTANT THINGS FIRST**
- 3. BLOCK RELATED TASKS**
- 4. PLAN ONLY 1-3 BIG THINGS PER DAY**
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Habits

- 1. FIND YOUR RHYTHM**
- 2. DEVELOP SYSTEMS TO STAY ORGANISED**
- 3. SLEEP EXERCISE NUTRITION**
- 4. KNOW YOUR DEADLINES**
- 5. SET TIME LIMITS**
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Days to Better Time Management