

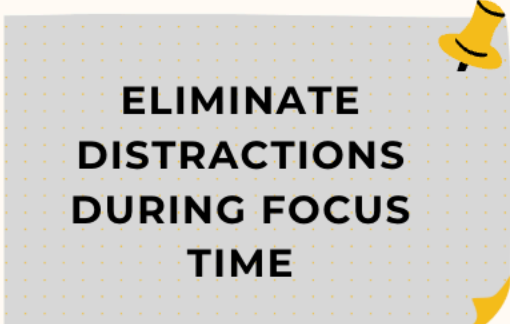
TIPS FOR MANAGING YOUR SCHEDULE



KEEP AN UP
TO DATE TO-
DO LIST



KEEP YOUR GOOGLE
CALENDAR UP TO
DATE



ELIMINATE
DISTRACTIONS
DURING FOCUS
TIME




TIME BLOCK
YOUR
SCHEDULE



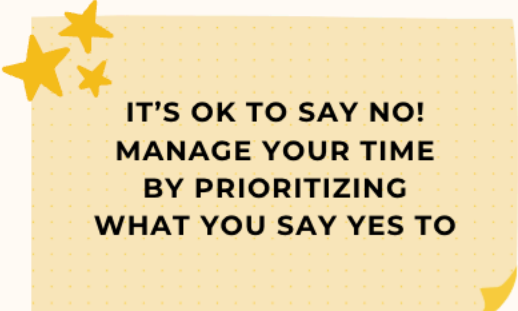
LIST OUT
EVERYTHING YOU
NEED TO GET DONE -
THEN PRIORITIZE



DON'T
PROCRASTINATE,
PLAN AHEAD!



SELF - CARE!
PLAN TIME IN YOUR
SCHEDULE TO TAKE
CARE OF YOU!



IT'S OK TO SAY NO!
MANAGE YOUR TIME
BY PRIORITIZING
WHAT YOU SAY YES TO