

## TIME MANAGEMENT - PROGRAM

DAY  
01



GAME

### YOUR TIME MANAGEMENT PROFILE

Estimated time: 00:10



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### TROUBLESHOOTING

Estimated time: 00:10

DAY  
02



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### CONSEQUENCES OF POOR TIME MANAGEMENT

Estimated time: 00:15

DAY  
03



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### TIME THIEVES

Estimated time: 00:30

DAY  
04



VIDEO

### FIVE STEPS FOR OVERCOMING PROCRASTINATION

Estimated time: 00:02

DAY  
05



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### THE HIDDEN ADVANTAGES OF POOR TIME MANAGEMENT

Estimated time: 00:05



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### DEFINING YOUR GOALS

Estimated time: 00:15

## TIME MANAGEMENT - PROGRAM

DAY  
**06**



GAME

### MANAGING A SCHEDULE

Estimated time: 00:15

DAY  
**07**  
→ **15**



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### NINE METHODS FOR TIME MANAGEMENT

#### DAY 07

PARETO PRINCIPLE

Estimated time: 00:05

#### DAY 08

EISENHOWER METHOD

Estimated time: 00:05

#### DAY 09

MACKENZIE PRINCIPLE

Estimated time: 00:05

#### DAY 10

PARKINSON'S LAW

Estimated time: 00:05

#### DAY 11

MURPHY'S LAW

Estimated time: 00:05

#### DAY 12

CARLSON'S LAW

Estimated time: 00:05

#### DAY 13

ILLICH'S LAW

Estimated time: 00:05

#### DAY 14

LABORIT'S LAW

Estimated time: 00:05

#### DAY 15

ECCLESIASTES LAW

Estimated time: 00:05

## TIME MANAGEMENT - PROGRAM

DAY  
**16**



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### FIVE MAGIC WORDS

Estimated time: 00:05

DAY  
**17**



VIDEO

### ACCOMPLISH YOUR PRIORITIES FASTER AND MORE EASILY

Estimated time: 00:02

DAY  
**18**



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### BONUS

Estimated time: 00:05