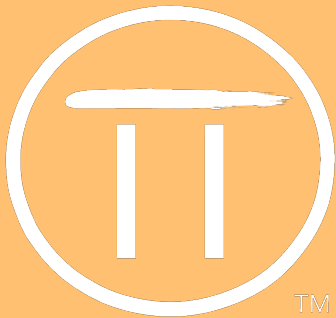


# 10 time maximizing tips

to help you achieve your ideas and goals

Are you exhausted? Are you tired of simply reacting to all of the demands on your time? Do you ever wonder if there is another way? Think Time helps you put into action all of these time maximizing tips so you can get back into the driver's seat of your own life and achieve your ideas and goals.



TM

think time

1. Be proactive, not reactive.
2. Value results, relationships, & resilience.
3. Live off your calendar—not your to-do list.
4. Begin with the dream—then create the plan.
5. Use your to-do list as a prioritizing tool—not only as a memory aid.
6. Manage your energy & your focus more than your time.
7. Schedule one hour per week to pre-decide how you will use the other 167 hours of your week.
8. Pre-schedule appointments with yourself to clarify your ideas and goals and to create a clear plan once per month, once per quarter, and once per year.
9. Judge your action items not by the energy you put into them, but by the results that flow from them.
10. Allow for small amounts of “do-nothing” time throughout the week to access mini-boosts of energy, clarity, and focus.
11. Turn off any excess notifications on your cell phone and use Airplane Mode as often as you can. (And, when possible, deliver more than you promise!)

Don't waste another day.  
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