



## EPISODE 23 : TIPS ON MANAGING TIME

### #1 Client Availability

Am I available to my clients/customers when they are available? How can I improve?

### #2 Time - Wasters

What distractions can you remove to better manage your time?

### #3 Delegate

Look at your week and ask yourself, "What can I give to someone else or train someone else to do on a regular basis to allow myself to focus on things that require my attention?"

### #4 Schedule Time for Yourself

Look at your week and/or month and find time to include something that is important to you. (ex. Working out, golfing etc.) SCHEDULE the time on a recurring basis.

### #5 Stretch Your Time

We all have the same 24 hours in a day. How can you stretch your time and get the most of your day? That may mean scheduling meetings over lunch.