

## EPISODE 23: TIPS ON MANAGING TIME

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.	#1 Client Availability	
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5 Stretch Your Time	‡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.	We all have the same 24 hours in a day. How can you stretch your time and get the most of y	your day?