

TIME MANAGEMENT

CHECKLIST

The simple checklist for getting on track and staying there.

TIME MANAGEMENT CHECKLIST

Hey!

I'm so glad you have decided to "check" out the checklist (see what I did there)!

If you ask a lot of people trying to build their own business online or just accomplish anything really, they will tell you, "I know what to do, I just don't seem to do it."

The truth is people tend to get hung up on at least one of five things:

The tasks they aren't good at that are involved

The tasks that they don't enjoy that are involved

Overthinking and overwhelm

Planning without acting

Doing things they don't have to.

In my productivity coaching sessions, I try to eliminate these things by helping identify the things that can trigger these obstacles so they don't hinder your productivity.

While 1 on 1 coaching is a lot more in-depth I hope this checklist is a great starting point to help you identify areas of improvement in your time management, as well as celebrate your strengths and improve your productivity.

-Dia

TIME MANAGEMENT CHECKLIST

- Get the big picture
- Identify your priorities and goals
- Identify your strengths
- Identify your weaknesses
- Identify how you are currently spending your time
- Trim fat
 - Break down goal achieving vs. stress relieving
 - Identify Distractions
 - Be realistic about your expectations
- Find Solutions, Alternatives
- Tools and Systems Check
- Optimize and record your process
- Put this into practice and test it out
- Evaluate- Proceed or edit
- Figure out your next step and how you will define achievement