

# THE ART OF

# Time Management

1.  
Make a weekly priority list.

2.  
Schedule time for activities you enjoy to avoid burnout.

3.  
Don't over-commit yourself. Say "no" if you don't have the time.

4.  
Establish designated spaces for work and down time.

5.  
Break larger tasks into smaller ones.

6.  
Utilize a checklist to stay on track.