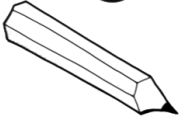




TRACK

1 TRACK YOUR TIME - AT LEAST FOR A DAY: WHAT DO YOU DISCOVER?



MANAGE

2 HOW CAN YOU ELIMINATE THINGS THAT DO NOT NEED TO GET DONE?



CONSOLIDATE

3 CREATE LARGE BLOCKS OF UNINTERRUPTED TIME (90 MIN, 1/2 DAY, DAY...)

BLOCK NAME:
HOW LONG:
WHEN:
WHAT:

BLOCK NAME:
HOW LONG:
WHEN:
WHAT:

BLOCK NAME:
HOW LONG:
WHEN:
WHAT: