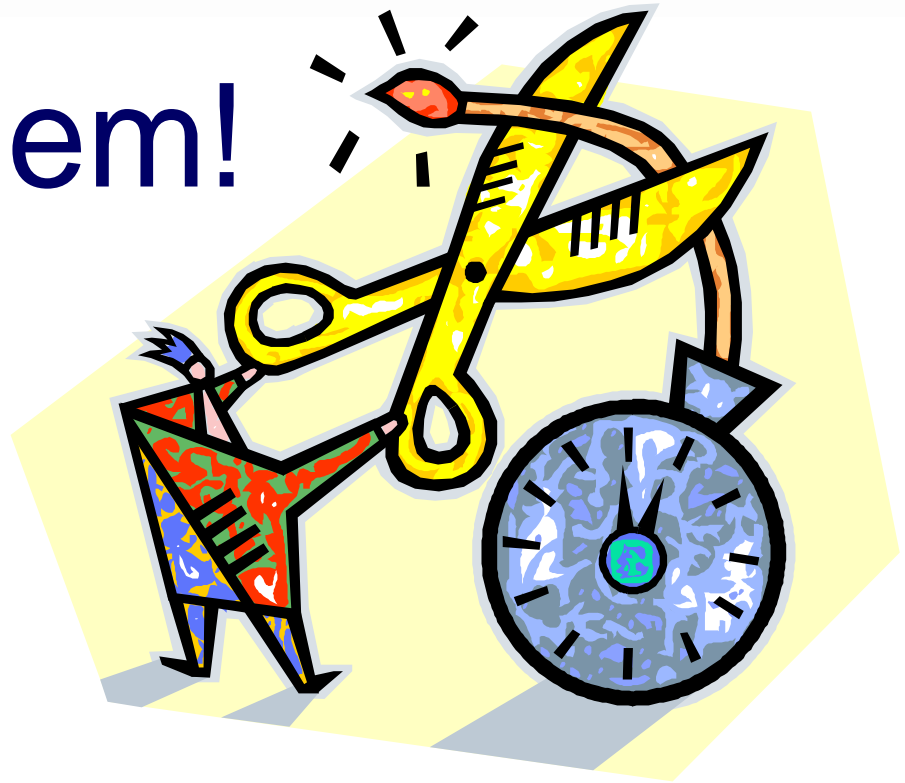
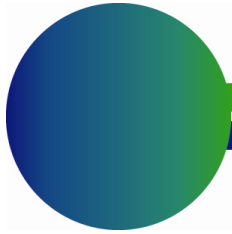


# Carpe Diem!





**I feel as if I'm not accomplishing what I should be doing.**

**I feel as if I have lost control.**

**I'm feeling overwhelmed.**

**Calgon! Take me away!**

# Objectives

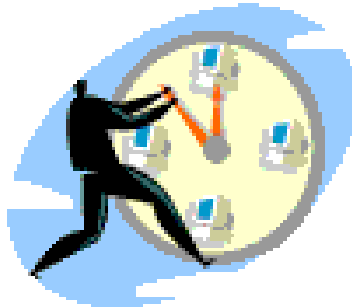
- **Assess the way you spend your time and identify opportunities for improvement**
- **Develop a plan to leverage you time**
- **Identify the right tools to effectively manage your time**

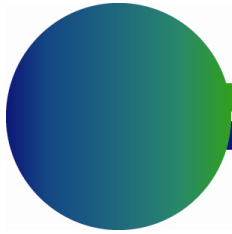
# Mechanical vs. Motivational

**Mechanical – What you do.**

**Motivational – Why you do it.**

How do you spend your day?



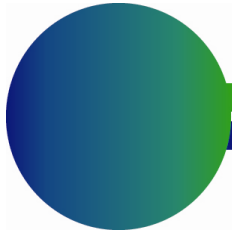


## How do you want to spend your day?

- **Identify your most productive time of day.**
- **Block out non-negotiable time**
- **Identify your priorities**

# What motivates you to get things accomplished?

- **What gives your life meaning?**
- **What is important to you?**
- **What is your personal values statement?**
- **What are your goals? Your passion?**



- **Set time to reflect and review each day.**
- **Set time to prepare and prioritize your tasks.**
- **Set goals.**
- **Look at your goals daily.**

**Evaluate the tools and systems  
you use.**

**What tools/systems do you use?**

**Are they getting in the way or are they  
helping?**

**Are they TINOs?**