

instant

TIME MANAGEMENT

How to Manage Time and
Get More Done Faster Instantly!



This reference guide contains all the accompanied images for "*Instant Time Management.*"

Each image has its corresponding audio track from where you can listen up on it. It's highly recommended as you are listening to specific tracks, you refer to their images within here so you understand what is being talked about.

Now let's manage time!

Track 3-2 - Planning In Action (a)

Track 3-2 - Planning In Action (b)

Track 3-2 - Planning In Action (c)

Track 3-3 - Long-Term Time Management (a)

Track 3-3 - Long-Term Time Management (b)

Track 3-3 - Long-Term Time Management (c)

Track 3-3 - Long-Term Time Management (d)

Track 5-1 - Advanced Scheduling

Track 5-2 - Incorporate Color Coding And Audio Reminders

Track 5-3 - Pinpoint Your Optimal Work Time

Track 5-4 - Have A One-Year Advance

Track 10-2 - Time Management Chart

Track 10-3 - Implementation Table

Pay the rent

***elaborate lists of guests for the fundraising,
make calls for different venues and get the costs***

Lunch

Get little sister from school

History Class at 10h30 for 1h30 hours

15 minutes break

Applied economics class at 14h30 for 2hours

Workout

Call mom

Go to the library to get the book on contemporary art

Have to watch the latest news at 7h00pm

Dinner

Go to bed

Fundraising activities

- Elaborate lists of guests for the fundraising,(at least 100 for today)
- make calls for different venues and get the costs(target is at least 10 venues)

School schedule for the day

- History Class at 10h30 for 1h30 hours
- 15 minutes break(need to answer those e-mails)
- Applied economics class at 14h30 for 2hours
- Go to the library to get the book on contemporary art
- Lunch

Home

- Pay the rent
- Get little sister from school(she finishes school at 5h00)
- Workout
- Call mom(she's very sick)
- Have to watch the latest news at 7h00pm(important)
- Eat Dinner
- Go to bed

1

Fundraising activities

- Elaborate lists of guests for the fundraising,(at least 100 for today)
- make calls for different venues and get the costs(target is at least 10 venues)

2

School schedule for the day

- History Class at 10h30 for 1h30 hours
- 15 minutes break(need to answer those e-mails)
- Applied economics class at 14h30 for 2hours
- Go to the library to get the book on contemporary art
- Lunch

3

Home

- Pay the rent
- Get little sister from school(she finishes school at 5h00)
- Workout
- Call mom(she's very sick)
- Have to watch the latest news at 7h00pm(important)
- Eat Dinner
- Go to bed

Pay the rent once a month

Elaborate lists of guests for the fundraising

Make calls for different venues and get the costs

Set up an appointment for those personalities that are hard to reach

Set up a list of whatever will be needed for the event (tables, chairs, drinks etc...)

See what's needed for the cocktail after presentation of the project.

Lunch

Get little sister from school every day after school

Class at 10h30 for 1h30 hours

15 minutes break every day after first class

Second class at 14h30 for 2hours

Workout 4 times a week

Time out, when I can make all my important calls

Go to the library for studying time or borrowing a book

Watch TV for 2 hours after getting home.

Dinner

Go to bed

Fundraising activities(must have completed at least 3 out of 4 activities)

Elaborate lists of guests for the fundraising

Make calls for different venues and get the costs

Set up an appointment for those personalities that are hard to reach

Set up a list of whatever will be needed for the event (tables, chairs, drinks etc...)

See what's needed for the cocktail after presentation of the project.

Home(Must try not to miss any workout session)

Pay the rent once a month

Get little sister from school every day after school

Workout 4 times a week

Time out, when I can make all my important calls

Watch TV for 2 hours after getting home

Dinner

Go to bed

School(my classmate will join me for lunch sometimes)

Lunch

Class at 10h30 for 1h30 hours

15 minutes break every day after first class

Second class at 14h30 for 2hours

Go to the library for studying time or borrowing a book

1

Fundraising activities(must have completed at least 3 out of 4 activities)

Elaborate lists of guests for the fundraising

Make calls for different venues and get the costs

Set up an appointment for those personalities that are hard to reach

Set up a list of whatever will be needed for the event (tables, chairs, drinks etc...)

See what's needed for the cocktail after presentation of the project.

Home(Must try not to miss any workout session)

Pay the rent once a month

Get little sister from school every day after school

Workout 4 times a week

Time out, when I can make all my important calls

Watch TV for 2 hours after getting home

Dinner

Go to bed

3

School(my classmate will join me for lunch sometimes)

Lunch

Class at 10h30 for 1h30 hours

15 minutes break every day after first class

Second class at 14h30 for 2hours

Go to the library for studying time or borrowing a book

2

1

Fundraising activities(must have completed at least 3 out of 4 activities)

Elaborate lists of guests for the fundraising

Make calls for different venues and get the costs

Set up an appointment for those personalities that are hard to reach

Set up a list of whatever will be needed for the event (tables, chairs, drinks etc...)

See what's needed for the cocktail after presentation of the project.

Home(Must try not to miss any workout session)

Pay the rent once a month

Get little sister from school every day after school

Workout 4 times a week

Time out, when I can make all my important calls

Watch TV for 2 hours after getting home

Dinner

Go to bed

3

School(my classmate will join me for lunch sometimes)

Lunch

Class at 10h30 for 1h30 hours

15 minutes break every day after first class

Second class at 14h30 for 2hours

Go to the library for studying time or borrowing a book

2

Monday 01-20-2015

8-00 -Elaborate lists of guests for the fundraising
8-30 -Make calls for different venues and get the costs
9-00 -Set up an appointment for those personalities that are hard to reach
9-30 -Set up a list of whatever will be needed for the event
10-00 -See what's needed for the cocktail after presentation of the project.
10-30 -Class at for 1h30 hours
11-00 -----
11-30 -----
12-00 -15 minutes break after the class(pay the rent)
12-30 -Lunch
13-00 -----
13-30 -----
14-00 -Second class for 2 hours
14-30 -----
15-00 -----
15-30 -----
16-00 -Go to library for studying or borrowing a book.
16-30 -Get little sister from school
17-00 -Call mom
17-30 -Workout
18-00 -----
18-30 -----
19-00 Watch the news at 7
19-30 -----
20-00 -Dinner
20-30 -----
21-00 -Go to bed
21-30 -----
22-00 -----

Monday 01-20-2015

8-00 *-Elaborate Lists of guests for the fundraising*
8-30 *-Make calls for different venues and get the costs*
9-00 *-Set up an appointment for those personalities that are hard to reach*
9-30 *-Set up a List of whatever will be needed for the event*
10-00 *-See what's needed for the cocktail after presentation of the project.*
10-30 *-Class at for 1h30 hours*
11-00 -----
11-30 -----
12-00 *-15 minutes break after the class(pay the rent)*
12-30 *-Lunch*
13-00 -----
13-30 -----
14-00 *-Second class for 2 hours*
14-30 -----
15-00 -----
15-30 -----
16-00 *-Go to library for studying or borrowing a book.*
16-30 *-Get little sister from school*
17-00 *-Call mom*
17-30 *-Workout*
18-00 -----
18-30 -----
19-00 *Watch the news at 7*
19-30 -----
20-00 *-Dinner*
20-30 -----
21-00 *-Go to bed*
21-30 -----
22-00 -----

Monday 01-20-2015

8-00 -*Wake up*
8-30 -*Clean*
9-00 -*Clean*
9-30 -*Clean*
10-00 -*Workout*
10-30 -*Workout*
11-00 -*Workout*
11-30 -*Check mail box and read your e-mails*
12-00 -*Eat Lunch*
12-30 -*Lunch*
13-00 -*Watch TV*
13-30 -*TV*
14-00 -*TV*
14-30 -*Spend some time with your family*
15-00 -*family time*
15-30 -*family time*
16-00 -*family time.*
16-30 -*Start writing*
17-00 -*writing*
17-30 -*writing*
18-00 -*writing*
18-30 -*writing*
19-00 -*Writing*
19-30 -*Writing*
20-00 -*Dinner*
20-30 -*A short TV break*
21-00 -*Writing*
21-30 -*Writing*
22-00 -*Go to bed*

2015 Calendar

January

-Week1: Work
-Week2 :Work
-Week3 :Work
-Week4 :Work

February

-Week1:Work
-Week2:Work
-Week3:Work
-Week4 :Work

March

-Week1:Work
-Week2:work
-Week3:Work
-Week4:Work

April

-Week1:Work
-Week2:Work
-Week3:Work
-Week4:Work

May

-Week1:Work
-Week2:Work
-Week3:Work
-Week4:work(time
out, for the weekend)

June

-Week1:Work
-Week2:Work
-Week3:Work
-Week4:Work

July

-Week1:Work
-Week2:Work
-Week3:Work
-Week4:Work

August

-Week1:Work
-Week2:Work
-Week3:Work
-Week4:Work(2
weeks break)

September

-Week1:Work
-Week2:Work
-Week3:Work
-Week4:Work

October

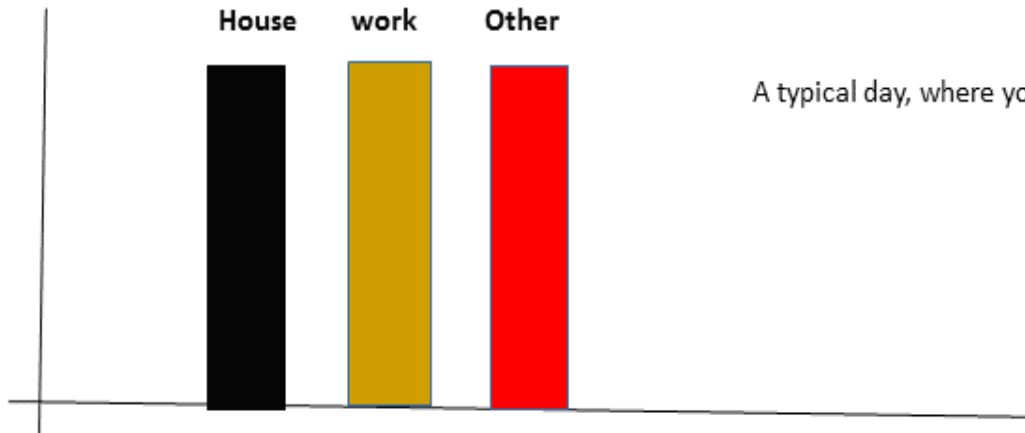
-Week1:Work
-Week2:Work
-Week3:Work
-Week4:Work

November

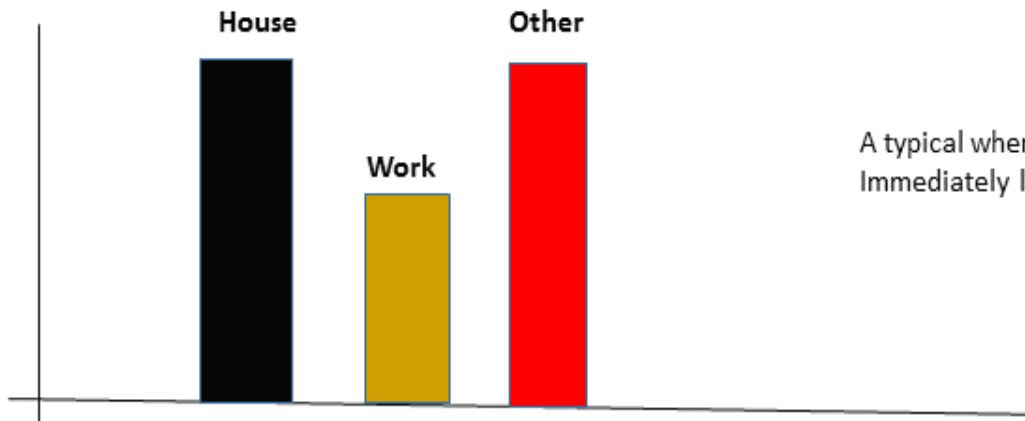
-Week1:Work
-Week2:Work
-Week3:Work
-week4:Work

December

-Week1:Work
-Week2:Work
-Week3:Work(end of year break)
-Week4:Work(end of year break)



A typical day, where you are able to follow what's on your schedule to the letter



A typical where you have not been able to follow what you've planned for the day: Immediately look for what has been cross marked on your check list.

1- Important client to pick at airport	9-.....
2- Make a cake for son	
3-Birthday bash for friend	
4-Car repair	
5-Call client at 4h30	
6-Lunch with the boss	
7-Must finish wiring report today...	
8-...	