

22 December 2003

Priority Goals _____

Each week space is provided to allow you the opportunity of setting your priority goals.

TIME MANAGEMENT

Time is the essential dimension in which all thought and activity take place. No thought or activity is possible without it. It cannot be stored or accumulated; it must be used as it occurs. If you don't use it as it becomes available, it passes and is gone forever.

Therefore, it is important that its wise and thrifty use be a regular part of your thinking and planning. Time management thus becomes not only a tool for how to use your time, but also a means for preventing its loss or waste.

NOVEMBER 2003							DECEMBER 2003							JANUARY 2004						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1	1	2	3	4	5	6						1	2	3
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
23	24	25	26	27	28	29	28	29	30	31	25	26	27	28	29	30	31			
30																				

December 28 2003

The first step in using your time more effectively is planning. By taking very little time to plan what you are going to do when, you will gain many times the amount of time you set aside for planning. The time gained can be used for recreation, exercise, learning or just relaxing.

Time is on your side – as long as you use it wisely. Remember that time devoted to planning and thinking can be every bit as productive as time devoted to doing. The important thing is to allow the appropriate amount of time for each of the activities which are important in your life, education, and work.

Monday 22	Tuesday 23	Wednesday 24	Thursday 25	Friday 26	Saturday 27	Sunday 28
✓	✓	✓	✓	✓	✓	
Schedule meeting for salespeople.		check with printer on time frame for brochure	8:00 staff meeting			
Lunch	Lunch	Lunch	Lunch	Lunch		
business lunch with Josh	lunch with Homer Wells at the club			delivery of brochures scheduled for 3:00		
mailing due out by 5:00						
Evening	Evening	Evening	Evening	Evening	Evening	
Dinner with clients from Boston branch				leave for Atlanta		
Daily intake of Water: □ □ □ □ □ □ □ □	Daily intake of Water: □ □ □ □ □ □ □ □	Daily intake of Water: □ □ □ □ □ □ □ □	Daily intake of Water: □ □ □ □ □ □ □ □	Daily intake of Water: □ □ □ □ □ □ □ □	Daily intake of Water: □ □ □ □ □ □ □ □	

Each week the success planner material gives you the opportunity 365 days a year of reading material that helps you achieve excellence and gain the competitive edge by reinforcing key principles and philosophies for personal and professional development.

The daily planner section is designed to help you manage your time more effectively as a ready reference for notes, calls, appointments and things to do.

The most cost effective success planner in the country to help individuals lead a fuller and more productive life.

Don't forget your glass of water

Each week has a new health and physical fitness tip.

Exercise is a condition that helps us look good, feel good, and do our best.