

*Time Management
For the Busy
Entrepreneur*



STOP!

Manage your TIME

Don't waste your LIFE

Build the *Lifestyle Business* you DESIRE

17 Ways to Gain More POSITIVE Time Today



Create an effective Task List.

1. Assign each task a priority - work on the key tasks first.
2. Learn to say NO!
3. Align the tasks you do with your Business Goals and Life Priorities.
4. Create Time Blocks to get key tasks done without interruption.
5. Keep time blocks from 45 minutes to 90 minutes long
6. Batch similar tasks into theme days.
7. Create positive habits and set routines in your day.
8. Take a couple of hours per week to review and reflect on your accomplishments - Congratulate yourself!
9. Administrative tasks like bookkeeping, filing, and organizing your workspace should be scheduled during your low energy times.
10. Use time gaps to conduct research, such as market research or even hotels for your next business trip.
11. Block some time twice a week to catch up on anything you didn't complete.
12. Schedule Self-care time, such as going for walks, enjoying nature, sports or hitting the gym.
13. Don't cut short on sleep time.
14. Time Block quality time with your friends and family.
15. Time Block 'Me Time' to do whatever it is that makes you happy.
16. Use a calendar to track your Time Blocks.
17. Track when you are most productive and use that time for the most important tasks.
18. Track your Progress - Daily, Weekly and Monthly

Conclusion

- ✓ By Learning a systematic approach, you'll get everything you need done with time to spare.
- ✓ No more feeling that time is slipping away and you're getting nowhere

One powerful solution that thousands of busy entrepreneurs, business coaches, consultants, and business owners use to save time and grow their business is through on-going learning.

Just like you have now completed this Time Management course and have improved how effective you are in running your business, you can improve other areas and get even more efficient.

At ZedBiz – our motto is ***Let's make it EASY!***

When you have the knowledge that you need, and the training to use that knowledge, you become increasingly more productive!

Your life and your business does get EASY!

Our team has over 50 years of combined experience designing and developing business training programs, courses, teaching and marketing consulting for companies, small businesses, and entrepreneurs. We provide you with online courses and other resources that will make you and your team hyper-efficient. And it's EASY and Fun!

When you enroll in one of our carefully designed courses, you get immediate access to a range of knowledge and skills that you can use to:

- **Be more efficient in your business.**
- **Attract new customers and clients.**
- **Add a new stream of income to your business.**
- **Increase the value and price of your offers.**
- **Keep your customers coming back.**
- **Build the Lifestyle Business of your Dreams!**

**Want to see if there's a topic that can benefit YOU
or YOUR TEAM?**

CLICK HERE to see all ON-LINE Courses available now >>