

Make the most of your time

Plan

Planning the day can help you feel more in control of your life.

Do your planning at **the same time every day.**

Use the time to review things you have already finished as well as things you still need to do.

Don't fill up your day.

Leave time

for emergencies, unplanned opportunities, and thinking.

Write out **a To Do list**

every day. Organize it, and include things you can complete, "Prepare outline for research paper", instead of just "Work on research paper."

January

2008

Do the **most important thing first.**

You already know what it is, and even if you can't get the whole thing done in an hour, it's easier to come back to it once you've gotten started.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Notes
		<u>1</u> New Year's Day	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	
<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>	
<u>13</u>	<u>14</u> Start planning your future Classes start at Ft. Collins Campus	<u>15</u>	<u>16</u>	<u>17</u>	<u>18</u>	<u>19</u>	
<u>20</u>	<u>21</u> Martin Luther King Day	<u>22</u>	<u>23</u>	<u>24</u>	<u>25</u>	<u>26</u>	
<u>27</u>	<u>28</u>	<u>29</u>	<u>30</u>	<u>31</u>			



Let us help you plan your future Today.
Call us now!
1-800-000-0000

Say no. You agree to requests from others because you like to please them, but they take time you may not have. You have a right to say no.

Dream on it. Let your mind take you to places you would like to go, and then think about it and plan it and celebrate the possibilities. And don't listen to anyone who doesn't know how to dream.

—Liza Minnelli

Make the most of your time

Simplify

Spending time with family?
Expressing yourself? Learning new ideas? Maintaining excellent health? Socializing with friends? Contributing to the community? You can't do them all.

Concentrate on what's important.

Make time for yourself.

Set aside personal time each day to reflect quietly, go for a walk or meditate.

Automate

your repetitive tasks so you don't have to worry about them. Set up automatic bill payments for instance.

Stop spending time to save money

Instead, spend money to save time.

February 2008

Focus on doing a few things

really well, instead of doing mediocre at a lot of things. You can't add hours to the day, but you can make what you do count.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Notes
					<u>1</u>	<u>2</u> Groundhog Day	
<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u> Chinese New Year	<u>8</u>	<u>9</u>	
<u>10</u>	<u>11</u>	<u>12</u> Lincoln's Birthday	<u>13</u>	<u>14</u> Valentine's Day	<u>15</u>	<u>16</u>	
<u>17</u>	<u>18</u> Presidents' Day	<u>19</u> Its simple to get started Classes start at Cheyenne, Ft. Collins, Greeley Campuses	<u>20</u>	<u>21</u>	<u>22</u> Washington's Birthday	<u>23</u>	
<u>24</u>	<u>25</u>	<u>26</u>	<u>27</u>	<u>28</u>	<u>29</u>		

Clean

out your workspace. If you're not using something, get rid of it.

Do you really need an office phone, a home phone, a cellular phone, pager, fax, e-mail and all the rest?

Stop being a slave

to your communication tools.



Your future is important!
Call us and we'll make it simple for you to get started.
1-800-000-0000

The ability to simplify means to eliminate the unnecessary so that the necessary may speak.

—Hans Hofmann

Make the most of your time

Defuse Stress

Will things really turn out to be as bad as you think? Probably not. Take control of your stress before it gets out of control.

When you feel stressed get up and change your environment, if only for a short time.

Take some **deep breaths**, look at a magazine, do something different.

Plan **balance**; include family, fitness, recreation, social and spiritual activities.

Don't just "veg out." Relaxation means taking a break from what you were doing, not just doing nothing. Find activities that calm your body and

stimulate your mind.

Create a time for your own kind of meditation. Find a **quiet space** and a quiet time that's just for you.

March

2008

Get plenty of

sleep and exercise.

When your head hits the pillow, it's time to sleep, not think. Improved focus and concentration will help improve your efficiency.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Notes
						<u>1</u>	
<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	
<u>9</u> Daylight Savings Time	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>	<u>15</u> St. Patrick's Day	
<u>16</u>	<u>17</u>	<u>18</u>	<u>19</u>	<u>20</u>	<u>21</u>	<u>22</u>	
<u>23</u> Easter Sunday	<u>24</u>	<u>25</u>	<u>26</u>	<u>27</u>	<u>28</u>	<u>29</u>	
<u>30</u>	<u>31</u> No reason to be stressed. It's easy. Classes start at Ft. Collins & Greeley Campuses						

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Getting started is easier than you think. There's nothing to worry about. Call us now! 1-800-000-0000

Break **large** tasks into **smaller** ones. Work on them a few minutes at a time until you get them all done.

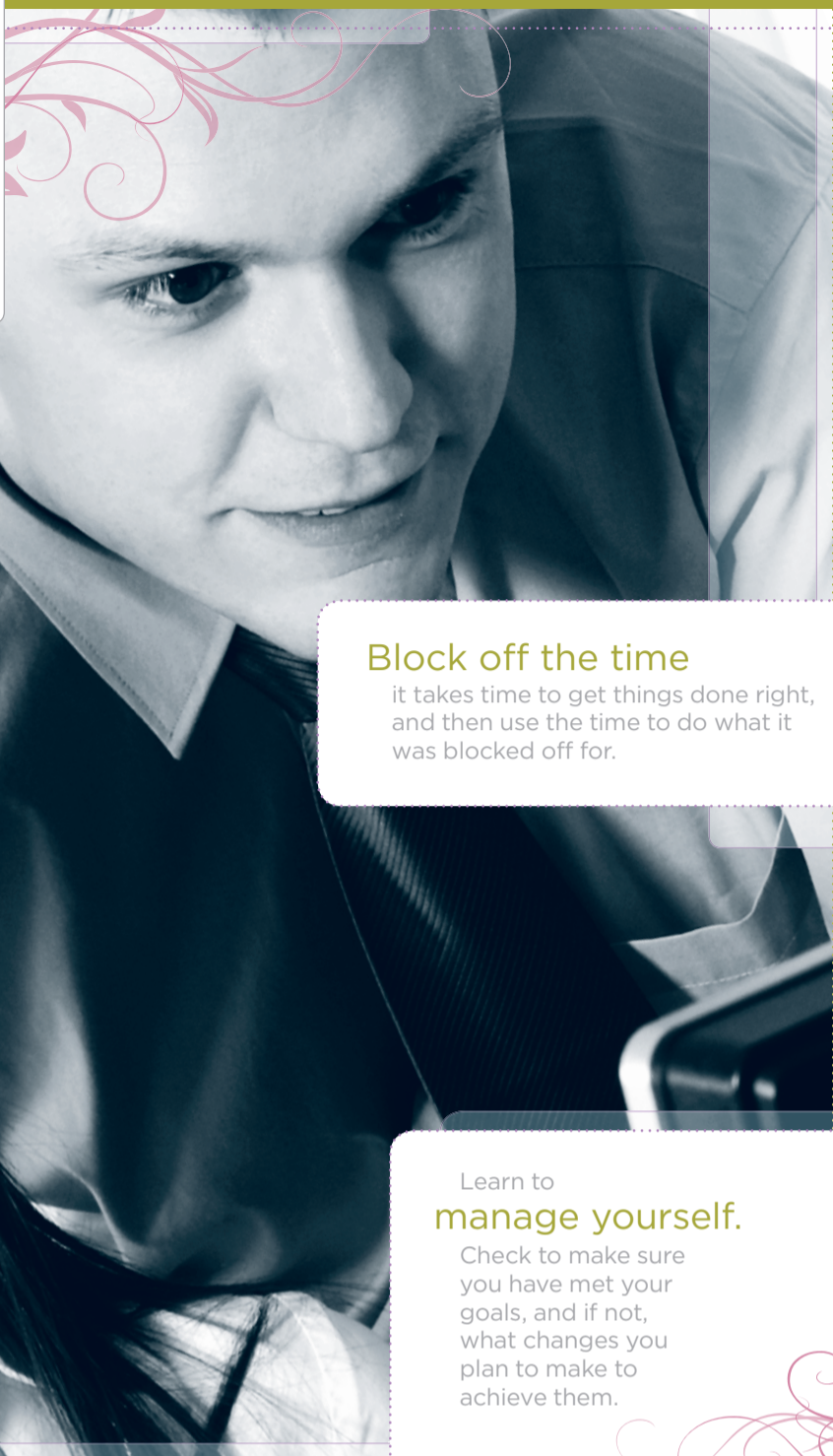
"If you ask what is the single most important key to longevity, I would have to say it is avoiding worry, stress and tension. And if you didn't ask me, I'd still have to say it."

—George F. Burns

Make the most of your time

Do it right

Doing something right the first time may look like it will take more time, but correcting mistakes always takes longer.



Block off the time

it takes time to get things done right, and then use the time to do what it was blocked off for.

Prioritize your To Do list and spend most of your time doing the most **important things.**

Learn to **manage yourself.**

Check to make sure you have met your goals, and if not, what changes you plan to make to achieve them.

April

2008

When you think about the future, **imagine yourself succeeding.**

After all, you really don't know what will happen. Why not expect the best?

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Notes
		<u>1</u> April Fools	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	
<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>	
<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>	<u>17</u>	<u>18</u>	<u>19</u>	
<u>20</u>	<u>21</u>	<u>22</u>	<u>23</u>	<u>24</u>	<u>25</u> National Arbor Day	<u>26</u>	
<u>27</u>	<u>28</u>	<u>29</u>	<u>30</u>				



Do it right the first time. Start your future today. Call us now! 1-800-000-0000

Delegate

tasks to others who can handle non-priority activities.

Check off

the things you complete to give yourself a sense of accomplishment.

Do it right the first time, because "Practice makes PERMANENT!"

—Irvin Kauffman



Make the most of your time

Laugh

Learn to laugh at the problems life presents you with rather than fretting over them

Know when you work best. Everybody has a time of day when they do their best work. Take advantage of yours,

You'll
enjoy
doing the
work more.

Don't be a perfectionist.
Nobody can be perfect.
Trying to sets you up to fail.

Make plans that
don't involve work
and that include people who make positive contributions to your life.

May 2008

Share a joke

or something that entertains you with someone. Often.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Notes
				<u>1</u>	<u>2</u>	<u>3</u>	
<u>4</u>	<u>5</u> <small>You'll laugh at how simple it is. Classes start at Cheyenne & Ft. Collins Campuses</small>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	
<u>11</u> <small>Mother's Day</small>	<u>12</u>	<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>	<u>17</u>	
<u>18</u>	<u>19</u>	<u>20</u>	<u>21</u>	<u>22</u>	<u>23</u>	<u>24</u>	
<u>25</u>	<u>26</u> <small>Memorial Day</small>	<u>27</u>	<u>28</u>	<u>29</u>	<u>30</u>	<u>31</u>	

IBMC
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We'll make your future happier.
You'll see.
Call us now!
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Take a time for a vacation every year—
no excuses.

“Keep me away from the wisdom which does not cry, the philosophy which does not laugh and the greatness which does not bow before children.”

—Kahlil Gibran

Make the most of your time

De-clutter

If you can't organize information well enough to make use of it it doesn't matter how smart you are. Get rid of the clutter, so you are free to use what is left over.

Just watch those TV shows you decide to watch beforehand, and **turn the TV off** when the program is over.

If the organizations you are a part of aren't contributing to your advancement, your network or, most important, **your fun,** quit.

If you never get around to reading the magazine or newspaper **cancel the subscription.**

Take action

on an email as soon as you read it. Organize your email into folders. Move it to your to-do. Don't leave it sitting in your in box.

June

2008

A good time manager actually responds to some things more slowly than a bad time manager does. They take care of the important, mission-critical things before they answer email. Intuitively, we all know this.

Dare to be slow.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Notes
<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	
<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u> Flag Day	
<u>15</u> Father's Day	<u>16</u>	<u>17</u>	<u>18</u>	<u>19</u> There's no mess, it's easy to start. Classes start at Ft. Collins & Greeley Campuses	<u>20</u>	<u>21</u>	
<u>22</u>	<u>23</u>	<u>24</u>	<u>25</u>	<u>26</u>	<u>27</u>	<u>28</u>	
<u>29</u>	<u>30</u>						

Organize your web site **bookmarks** so they are easy to find, and easy to use.

Multitasking

decreases everyone's productivity, no matter who they are. They lose productivity even if they aren't overwhelmed by its demands. So, **try to limit it.**



Cut through all the clutter, and get started now. We can help! Call us today 1-800-000-0000

Three Rules of Work: Out of clutter find simplicity; From discord find harmony; In the middle of difficulty lies opportunity."

—Albert Einstein