

*Legacy Lifestyles Presents a*

**TIME MANAGEMENT TRAINING**

With Coach Wanda Marie

What is your relationship with time?

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How does your relationship with time affect your:

Work: \_\_\_\_\_

Health: \_\_\_\_\_

Family: \_\_\_\_\_

Love Life: \_\_\_\_\_

Social Life: \_\_\_\_\_

Income: \_\_\_\_\_

Happiness: \_\_\_\_\_

Do you have any symptoms of being out of control?

Lack of sleep  
Confused

Procrastination  
Frustrated

Always Late  
Feeling Scattered

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Four ways to **IMPROVE** your relationship with time:

1. Respect
2. Honor
3. Integrity
4. Order

Four tools to **ENHANCE** your dance with time:

1. Clarity
2. Focus
3. Action
4. Integration

### First Clear the Mind Clutter

Capture the Clutter, Clarify the Clutter & Organize the Clutter

### Time Quadrant by Wanda Marie

| FIRES TO PUT OUT!<br>(Do or Delegate Now!)        | SMOKING HOT!<br>(Schedule Now!)             |
|---------------------------------------------------|---------------------------------------------|
|                                                   |                                             |
| FIRE PREVENTION PLAN<br>(Personal/Business Goals) | ON THE BACK BURNER!<br>(Maybe or Maybe Not) |
|                                                   |                                             |

THESE ARE **FIRES TO PUT OUT!**  
*Do or Delegate Now!*

|                          |       |
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THESE ITEMS ARE **SMOKING HOT!**  
*Schedule Time Right Now to Handle!*

**HANDLE BY**

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## THIS IS MY **FIRE PREVENTION PLAN**

*Set Personal & Professional Goals!*

**MY DUE DATE**

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## THESE ARE THINGS **ON THE BACK BURNER**

*Maybe I Will or Maybe I Won't*

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# Seven Cloud-Based Time/Lifestyle Management Systems

Tutorials at [LadyUpMembers.com](http://LadyUpMembers.com) > Resources > Video Lounge > Business Tools

| SYSTEMS FOR EVERYONE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | MY NOTES |
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| <p><b><u>TIME MANAGEMENT:</u></b> Where to BE and when.</p> <ul style="list-style-type: none"> <li>• <a href="#">Google Calendar</a></li> <li>• <b>Use only one calendar for appointments</b></li> <li>• Share calendars with team/family</li> <li>• Enter important/details information</li> <li>• Enter locations for GPS directions</li> <li>• <b>Set advance reminders/notifications</b></li> <li>• Invite guest to an event</li> <li>• Syncs across all devices</li> <li>• Use <a href="#">Calendly</a> for client appointments</li> </ul> <p><b><u>TASK MANAGEMENT:</u></b> What to DO and when.</p> <ul style="list-style-type: none"> <li>• <a href="http://www.todoist.com">www.todoist.com</a></li> <li>• <b>Put everything in one place</b></li> <li>• Syncs across all devices</li> <li>• Create separate Projects/categories for people/places/tasks</li> <li>• Prioritize items in each project/category</li> <li>• <b>Set dates and reminders</b></li> <li>• Forget about it!</li> </ul> <p><b><u>FILES MANAGEMENT:</u></b> Where to keep paperwork.</p> <ul style="list-style-type: none"> <li>• <a href="http://www.Dropbox.com">www.Dropbox.com</a></li> <li>• <b>Syncs across all devices</b></li> <li>• Downloads to computer for easy access</li> <li>• Share files with teams for collaboration</li> </ul> <p><b><u>RESOURCES MANAGEMENT:</u></b> What about Notes.</p> <ul style="list-style-type: none"> <li>• <a href="http://www.Evernote.com">www.Evernote.com</a></li> <li>• Syncs across all devices</li> <li>• Create and organize notebooks and notes</li> <li>• Share notebooks with others</li> <li>• Use mobile app on the go</li> <li>• Add photos and attachments to notes</li> <li>• Clip and save web articles into notebooks</li> </ul> |          |

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| <p><b>SYSTEMS FOR BUSINESS OWNERS</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
| <p><b><u>CONTACTS MANAGEMENT:</u></b> Who to track and why.</p> <ul style="list-style-type: none"> <li>• <a href="http://www.onepagecrm.com">www.onepagecrm.com</a></li> <li>• Can export and import contacts easily</li> <li>• User friendly with mobile app</li> <li>• Syncs with Gmail</li> <li>• Syncs with MailChimp &amp; Constant Contact</li> <li>• <b>Sort and organize contacts w/tags</b></li> <li>• Can add and update contacts on the go</li> </ul> <p><i>NOTE: Your database is the heart of your business</i></p> <p><b><u>TRANSACTION MANAGEMENT:</u></b> Getting Signatures</p> <ul style="list-style-type: none"> <li>• <a href="http://www.DocuSign.com">www.DocuSign.com</a></li> <li>• Syncs across all devices</li> <li>• All forms in one place</li> <li>• Track documents and get signatures</li> </ul> <p><b><u>MONEY MANAGEMENT:</u></b> Be prepared for tax time?</p> <ul style="list-style-type: none"> <li>• <a href="http://QuickenSelfEmployed">QuickenSelfEmployed</a></li> <li>• Syncs across all devices</li> <li>• Pay bills and</li> <li>• Print Profit &amp; Loss Statements on the go.</li> </ul> <p><b>GET PAID:</b></p> <ul style="list-style-type: none"> <li>• Paypal</li> <li>• Stripe</li> <li>• Zelle</li> </ul> |  |

## Your Homework:

1. Gather your **incompletes in ONE place.** *(Try Todoist)*
2. Set up your **Lifestyle Management SYSTEMS!** *(Watch the Tutorials)*
3. Clarify **exactly what physical action** needs to be taken on each of the incomplete items and prioritize them.
4. Process information and emails daily into “**Needs Attention**” or “**Just Information**” Events, Tasks, Info or Trash!
5. **Define your daily or weekly schedule** and find a way to stick to it with built-in flexibility.
6. **Plan your time off** for the next 6 months.