

TIME MANAGEMENT CHECKLIST

MORTGAGE BOX
UNIVERSITY

2018

NMLS #: 350215
MORTGAGEBOXNV.COM

CHECKLIST FOR SUCCESS

IMPLEMENT A NEW ROUTINE

- Based on your "biological primetime" as outlined in The Productivity Project, build out your perfect day and start time blocking on your calendar.

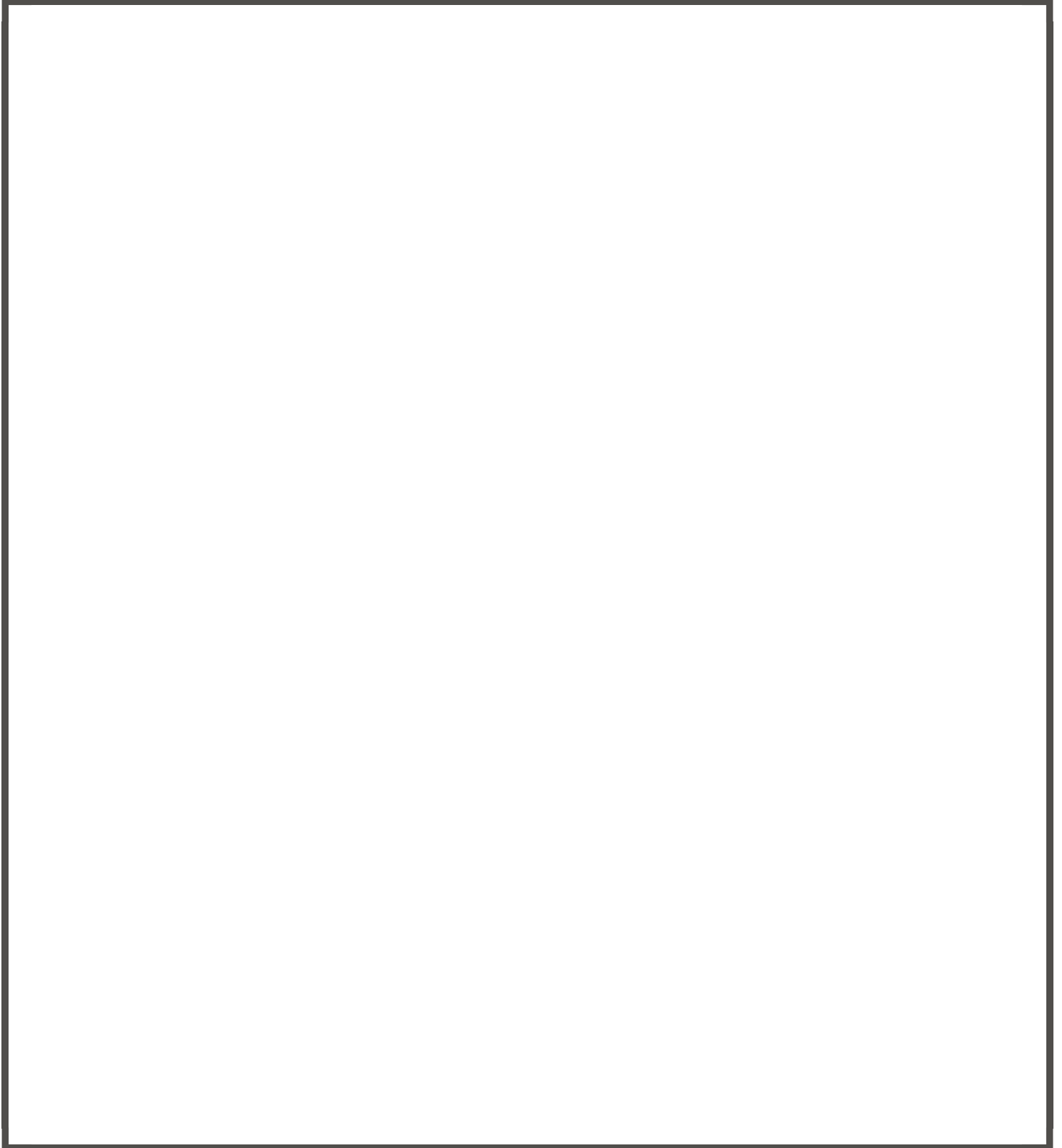
ELIMINATE THE UNIMPORTANT

- Make a list of the five things that are taking up too much time during your day that you can shrink, eliminate or delegate.

INCREASE YOUR ENERGY

- List five things you can commit to that will increase your energy and focus.

NOTES

A large, empty rectangular box with a thin black border, occupying most of the page below the header. It is intended for the user to write their notes.

"THE KEY IS NOT
TO PRIORITIZE
WHAT'S ON YOUR
SCHEDULE, BUT
TO SCHEDULE
YOUR
PRIORITIES."

-STEPHEN COVEY