



# MAXIMIZE YOUR DAY

We all want to maximize efficiency, effectiveness and productivity. We can't achieve this by managing time. Instead, we start by controlling your activities to maximize your time!

1



## ROUTINES ARE KEY

HABIT FORMATION ALLOWS YOU NOT TO HAVE TO THINK ABOUT WHAT'S NEXT SO YOU CAN FOCUS ON THE NOW.

2



## OPTIMIZE YOUR ECOSYSTEM

FIND A PLACE THAT ALLOWS FOR MINIMAL DISTRACTIONS.



MAXIMIZE VALUE

3



## LOG YOUR ACTIVITIES

IDENTIFY WHERE YOU ARE CURRENTLY INVESTING YOUR TIME.

4



## BLOCK TIME

TELL YOUR TIME WHERE IT IS GOING BY PUTTING IT ON YOUR CALENDAR AND SETTING ALERTS FOR REMINDERS.

5



## PRIORITIZE

PUT EVERYTHING THAT IS MISSION CRITICAL ON YOUR LIST, AND ELIMINATE EVERYTHING ELSE.