

Time Management Checklist

- Spend your time on positive actions
- Set a timer for your task
- After 1 hour of work, get up and do something else before getting back to work
- Don't worry about how long it's taking you to complete tasks
- Take action to make your future self the best version
- Start your day powerfully, with the Daily Mental Power Checklist
- Add to your daily checklist any tasks you need to complete
- Free up time by never wasting it, spend the hours you waste doing productive tasks
- Spend quality time with your friends and family as a reward
- Focus only on the task you're completing at the time
- Normalize the actions within the checklists and course action steps