

Participant's Pre-webinar Workshop

Focus: to see where how you use Your Time, how you loose Your Time

Goal: to identify Time Stealers, to see how you can manage Your Time Efficiently

Question: How do you use your 24 hours?

IMPORTANT: This is a very important workshop. You yourself will identify where you use Your daily Time and where you lose Your Time. Remember, be gentle & keep in mind it all depends on yourself! Even if you identify a person in Your Life that requires a lot of Your Time, no Time to judge, be angry or sad! Acceptance is the first step to change and setting new boundaries, taking back Your Time!

DAY 1: Make a detailed summary of your previous day and how you've spent it! If you don't remember, start fresh in the morning and be mindful of what you do.

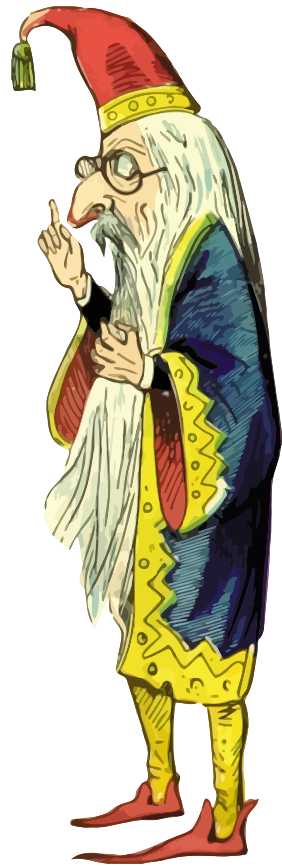
DAY 2: Make a detailed daily plan and try to follow it through to the point. If you get distracted, or cannot perform all tasks, relax & reread the *IMPORTANT* section!

DAY 3: Follow up on the DAY 1 and DAY 2 mission. Analyze. Wizzard of Time Webinar will give you all the info and tools to take Your Time under your Flow, Full Power, Control & Management.

DAY 5: After the webinar, equipped with all the tools and knowledge, you do the table again, analyze and readjust your actions.

Example: How to fill the table...

	Activity	✓	Time for Yourself	Time Stealers
1-2 PM	Job task: finish report Job task: meeting with boss Job task: follow up email to customer Job: go on lunch at 13:45 with Janice	✓ ✓ x ✓	postpo. to 15:00 5 min .. lunch (13:55 to 14:40)	Emails and phone call Coworker Jack – his jokes Myself – bad focus – thinking about my date with Josh



	Activity – task by task	√	Time for Yourself	Time Stealers
1-2 AM				
2-3 AM				
3-4 AM				
4-5 AM				
5-6 AM				
6-7 AM				
7-8 AM				
8-9 AM				
9-10 AM				

10-11 AM				
11-12 AM				
12AM- 1PM				
1-2 PM				
2-3 PM				
3-4 PM				
4-5 PM				

5-6 PM				
6-7 PM				
7-8 PM				
8-9 PM				
9-10 PM				
10-11 PM				
11-12 PM				