

# TIME MANAGEMENT TIPS

*Use these time management tips to help you stay rested, healthy, and productive!*



**Write it down.**



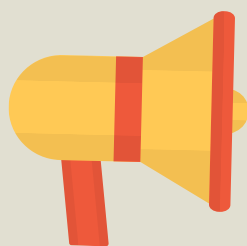
**Stay focused.**



**Break it down.**



**Declutter.**



**Delegate.**



**Have a set reply time.**