



## TIME STRATEGIES: PERSONAL

Be smart with personal time. List tasks to simplify, eliminate, delegate, outsource or batch. Have more time for you!

Time Strategy	Task(s)	✓
Personal Tasks I Can Simplify/Eliminate	1	
	2	
	3	
	4	
Personal Tasks I Can Delegate	1	
	2	
	3	
	4	
Personal Tasks I Can Outsource Or Sub-Contract	1	
	2	
	3	
	4	
Personal Tasks I Can Batch/Do Together	1	
	2	
	3	
	4	
Other	1	
	2	
	3	
	4	
Notes		