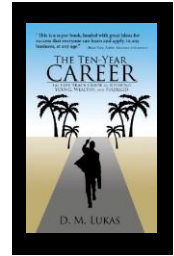


The Ten Year Career Resources Chapter Five: Manage Your Time – Do Not Let It Manage You



Important Takeaways from Chapter Five:

Time is the great equalizer. It is the one thing that everyone has the same amount of and your ability leverage your time is critical to your success.

Principle #1: Plan your day and create a “To Do List.”

Principle #2: Get thirty extra minutes in your day. Find a way to do this with tips from the text.

Principle #3: Pareto’s Law. Simply put, the 80/20 rule. 20% of your activities generate 80% of your results. Find them and focus on them.

Principle #4: Parkinson’s Law. Use Parkinson’s Law to defeat procrastination.

Principle #5: Eliminate clutter or time stealers/wasters from your life.