

Module 1 | SESSION 4
Take Control of Your Schedule

You will never find time for anything. If you want time, you must make it. ~ Charles Buxton

What can you do when there's not enough time for leadership development?

Every leader can benefit from a few simple steps to reduce wasted time and develop new productive habits.

Fast Action Step #1 - Take Control of Your Schedule

1. Consider _____.
2. Avoid low-impact _____ and activities.
3. Schedule _____ to do your work.
4. Add to-do items to your _____.

Fast Action Steps

1. What interruptions are keeping you from making progress with Time & Focus?

2. What low-impact meetings and responsibilities are keeping you from making progress with Time & Focus?