

Module 2 | SESSION 16**Fast Action Step #2 - Create an Annual Time Plan**

How did it get so late so soon? ~ Dr. Seuss

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

Fast Action Tip #2 - Create an Annual Plan

The *Annual Plan* is designed to help you get your most important _____ and _____ in place _____ so you can effectively plan the rest of your schedule.

If you don't make time for the important stuff first, it will be crowded out by the less important.

The *Annual Plan* includes:

Creating margin for leadership development starts with Taking Control of Your Schedule and Creating Your *Annual Plan*.

