

10

TIME MANAGEMENT TIPS

1 Keep your time in check



2 Take breaks in between



3 Plan in advance



4 Set correct goals



5 Organize your tasks



6 Eliminate distractions



7 Avoid Multitasking



8 Meditate and Exercise



9 Prioritize Tasks



10 Delegate



Time Management A Working Guide For Church Leaders

Steven P. Eason, E. Von Clemans



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