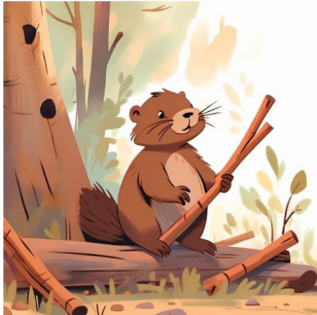




Streamline Your Schedule



Are you willing to **INVEST** some time **to SAVE** A LOT OF TIME?
Set aside some time to go through this step by step process.

1. Fill out this worksheet
2. Make changes to one regimen
3. Commit to doing so for 7 days (you can do it!)
4. Write down how much time you think you've saved each day
5. Total it up for bonus points (and motivation)
6. Do it again with a second regimen (Or stick with one for a bit)

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Do you want MORE TIME?

1. Pause (this might be the hardest part for you)
2. Write down one of your frequent regimens:

3. Think about more efficient ways to do it (and jot them down):

- a. Can you automate or delegate anything?

- b. Is there anything you can prepare ahead of time?

- c. Does something need to be better organized? (We'd be happy to help!)

4. What else is preventing this from going faster or being more efficient?

If there's other people involved, talk to them about what you'd like to accomplish and ask them if they are willing and able to help!

CONGRATS!!! Repeat again, with a different regimen, if you're on a roll!

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