

## SUCCESS FOR YOUR FUTURE | 10 TIPS TO FIND TIME

### LESSON NOTES

You have to learn to be in control of your \_\_\_\_\_.

*I glorify you, Lord, on earth by completing down to the last detail what you  
have assigned me to do.*

Satan wants your time and he is a dream \_\_\_\_\_.

### TEN TIPS TO FIND TIME

1. Make a list of \_\_\_\_\_.
2. Make a list of your \_\_\_\_\_ in life.
  - When you know where God wants you to go, you can schedule your priorities around it.
3. See where your \_\_\_\_\_.
4. Get a \_\_\_\_\_ of what is stealing your time.
5. Schedule your \_\_\_\_\_.
  - Priorities never stay put.
6. Calculate how long \_\_\_\_\_.
7. Know your \_\_\_\_\_.
  - Energy is power that moves you towards your goals.
8. Get \_\_\_\_\_.
9. Keep your goals and schedule \_\_\_\_\_.
10. Conquer \_\_\_\_\_.
  - Procrastination is a thief; don't let it steal your future!

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### ACTION STEPS

1. Create a time map to help you eliminate frustration and stress. Schedule every activity, such as meal times, meetings, grocery shopping, workouts, etc. Log your time for one week and allow yourself to see if you have free time, not enough time, etc. Having your time in front of you, on paper, will allow you to make changes in your schedule where they are needed. At the end of the week, fill in your schedule for the following week.
2. Make a list DAILY of the six most important things you need to do that day and number them in the order of importance. Check them off as soon as they are complete. If one or more is left unchecked at the end of the day, carry it forward to the next day.
3. (Optional) Invest in a planner (such as Franklin), or download an app (like Planner Pro) to use on an ongoing basis to map your time and manage your tasks.