

THANK GOD IT'S MONDAY!

Roxanne Emmerich



TGIM WEEKLY AUDIO: Time Management

**Transcription*

Thank God It's Monday!® Time management—no matter what line of work you're in you know it's one of the keys to success. Of course the people who need it the most are usually the least likely to do it because they don't have... time! You've got to make the time.

Clear an hour on your calendar now. Create a list of every major project for the next quarter. Break each project into steps, then lay those steps into a weekly calendar—a series for each week. As each week approaches, break it out further into daily action plans.

Suppose I had to write a workbook for a conference. *Finish the workbook by October first* is kind of a weak goal. Instead, if I break it down into specific steps, like, *the section outlines will be done in the first week and I will finish one section each week for the next six weeks. Finally, I'll prepare the appendix and edit the manuscript in the last week.* Now, that workbook will actually get done on time.

Do the same with every other project. Lay out the steps into your weekly plans and watch your personal productivity go through the roof.

Have a great Monday!

Roxanne

Roxanne Emmerich's Thank God It's Monday!® How to Create a Workplace You and Your Customers Love climbed to #1 on Amazon's bestseller list and made the New York Times and Wall Street Journal bestseller lists—all in the first week of its release. Roxanne is renowned for her ability to transform “ho-hum” workplaces into dynamic, results-oriented, “bring-it-on” cultures. If you are not currently receiving the Thank God It's Monday!® e-zine and weekly audios, subscribe today at www.ThankGoditsMonday.com.

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