

**Get Organized and
Take Back Your Life!**
A Complete Organizational System
for Direct Sales Professionals

**Module #4, Video #1
Defining Your
Time Management Style**

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How Do You Roll?



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The Free-Flowing Type




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The Free-Flowing Type

- * Create small chunks of structured time mixed with plenty of free time
- * Find your most productive time of day and do your must do item at that time
- * Consider a daily schedule that's open to flux

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The Structured Type



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The Structured Type

- * Get clear about when you'll work during your day (and when you won't)
- * Create systems for what you'll do during your work hours
- * Keep your schedule where you can see it
- * Be open to rescheduling when the need arises.

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The To-Do List Driven Type



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The To-Do List Driven Type

- * Make a master list of everything you have to do for the week
- * Look at your schedule and decide when you'll work (either weekly or daily)
- * Limit the number of items you take on each day

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Where Do You Fit?



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