



TIME MANAGEMENT FOR BUSY ADULTS

Small Steps. Better Focus. Sustainable Progress

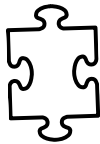
1



PRIORITIZE

- Identify what matters most.
- Focus on high-impact activities.
- Protect your time by saying no to less important tasks..

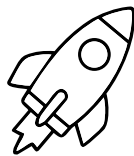
2



CHUNK TASKS

- Break large projects into small manageable pieces.
- Complete one step at a time to reduce overwhelm.

3



START WITH MVP

- Don't wait for perfection.
- Complete the smallest useful version first.
- Progress creates momentum.

4



USE AI THOUGHTFULLY

- Brainstorm ideas
- Summarize notes
- Organize information
- Create routine tasks

5



REVIEW & IMPROVE

- Review your time regularly
- Celebrate wins and learn from what didn't work.
- Adjust and keep improving