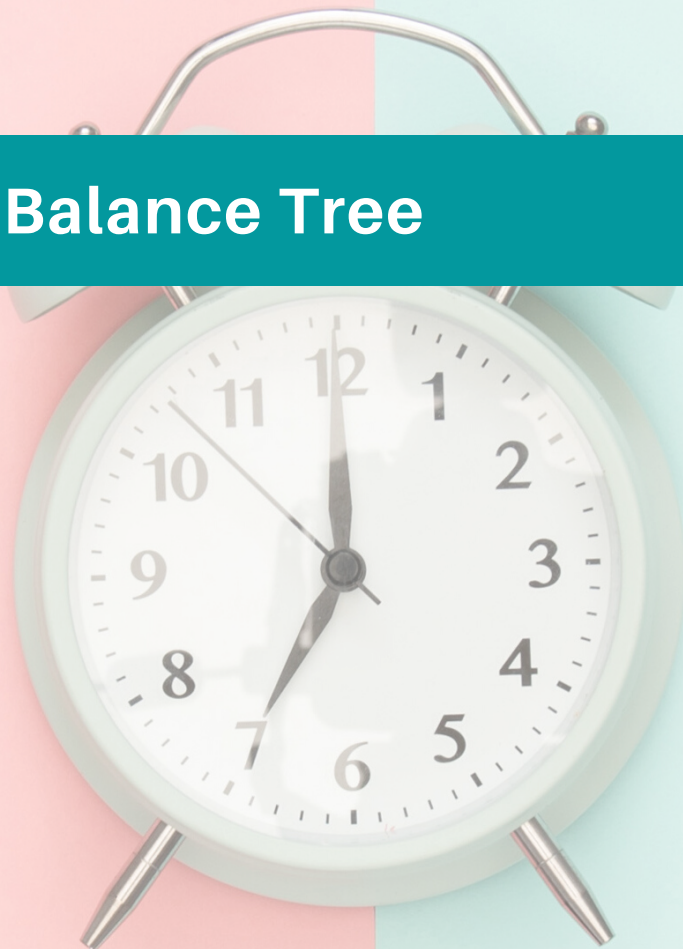


Time Budget - 3 Top Tips to Time Management

The Balance Tree





WELCOME

Thanks for taking the time to download the **Time Budget - 3 Top Tips to Time Management.**^(c) We have put this together to help you gain more time back in your day for doing the things you love and with the people you love! If you want more help on this we recommend the **Time Budget Workshop.**

We developed the Time Budget to help you gather key components that we believe will make a difference in your productivity, creativity and organisation. We are excited to share these tips with you!

We are Jaye & Ricci Barros, married for over 30 years with 3 adult children and 3 grandchildren. Coming from Corporate backgrounds we now run our own online business to help others gain clarity, unlock their true potential and live their dream plan. We want this for you too!

Below are our 3 Tips which will help you create more balanced and effective time management skills. As you begin to understand and apply the techniques you will be able to enhance your productivity and gain more time back in your day - amazing!

We know these Tips will help you improve.

Jaye & Ricci Barros
Your Effective Life Team

For our full services go to www.thebalancetree.com.au

TIME BUDGET

1 Colour Code



Colour code your diary using different colours for different categories. This will help you easily see where and how you are spending your time.

If there's a colour missing - make time for it. If there is too much of one colour - reassess if this is the area of your life you really want to be investing all your energy, money and life into.

2 The 15 Minute Method



At some point everybody has wished they had more time in their day - whether it's for doing chores, sleeping in, catching up with a friend, doing a hobby - the list is endless.

If you want more time back to do the things you love, or be with the people you love, simply start by finding 15 minutes. Get up 15 minutes earlier, go to bed 15 minutes later, spend 15 minutes less on the computer or watching TV. P.S. Prioritise! 😊

3 Productivity



If you are doing the right things, at the right time, for YOU, then you will start to see an amazing level of productivity!

If you are energised and creative first thing in the morning, then don't check your emails!

If you are mopey and tired in the afternoon, then don't force yourself to go to the gym.

Work out YOUR rhythm and work within it.

WANT MORE ?

FOLLOWING THIS WE RECOMMEND

TIME BUDGET WORKSHOP

WHAT WILL YOU GAIN?

- the full details on each of the 3 Top Tips
- the opportunity to become focused and organised so you can prioritise what and who is important to you
- being able to manage your current time, get more done and be more effective with the time you have
- gain more time back in your day for doing the things you love, with the people you love!

www.thebalancetree.com.au



TESTIMONIALS

Balanced & Effective TIME BUDGET



Change Your Life!

These techniques are amazing! I wish I had learnt them years ago! Simple and effective!!

— R Woods

Knowing how to prioritise and trim certain areas means I get out of the office on time!

— JD

Oh wow! These are definitely going to help me get my life sorted at work and around the house!

— Kim V

Balanced & Effective COMMUNICATION



Change Your Life!

Great to complete with your partner to recognise and achieve balance and effective communication as a unit.

— Joanne & Patrick

My wife is using this ... at work with great results. It is a mindshift and she has taken to it like a duck to water.

— Mark H