

## **Day 9 (Personality): Time Management Secrets**

- Did you make a task list for each day ?
- Did you prioritize the tasks correctly (over time)?
- Were you able to keep track of your dynamic list (i.e. successfully added and removed items)?
- Are your interruptions and distractions curtailed ?
- Did you avoid procrastinations ?
- Did you learn to 'say no' ? You may not have such an opportunity every day or week, but are you confident that you can turn down a request if need be ?
- Did you learn anything from your task-list review ?