

TOP HACKS TO MASTER YOUR TIME

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1

Rule Your Email.
Don't Let it Rule
You. Sort by person.

2

Make a List of 5
Big Things The
Night Before.
Tackle Those
First.

3

Focus on revenue-
producing activities
first.

4

Schedule one
administrative day
for planning and
non-revenue-
producing tasks.

5

Schedule a
reading day.

6

Schedule your
breaks in your
calendar.

9

Fire clients that waste
your time or bring you
stress.

8

Cut the bullshit
out of your day.

7

Manage your
own and your
client's
expectations.

10

Set your office up
physically for
speed. What's
within your
wingspan?