



Marnie's Top 10 Time Management Tips for 2024

- **Breathe the Air of Prayer** to eliminate stress and increase productivity.
- Set realistic, God-honoring goals. Avoid making the goal the mini god and also allow for God's timing and processes. Every seed has a specific gestation period.
- **Use your Mission/Vision & Parameter Statements** to reduce mental friction. If you don't have those yet, grab training for those ala carte or as part of the mentorship program at <https://www.marnie.com>.
- **Pray, Plan & Prioritize.** Block time for spiritual connection and direction. I use a timer for 20-minute check-ins, schedule a mini retreat each week, block off one day per week for rest and also prioritize good sleep as many nights as possible. It all matters.
- **Delegate.** I use www.Upwork.com to find outsourcers for every imaginable project. I'm planning to release a training program on the use of this resource later this year at Udemy. It will go into the Mentorship program as a free resources for mentees at that time.
- **Use Master Systems** to streamline processes. Share a Google calendar and email bin. Set up autoresponders, processes and templates.
- **Batch** everything you can. Do all your emails only once or twice per day. Block times to work on projects without interruption.
- **Eliminate Procrastination** by getting to the root of the problem. There is something that is preventing you from moving forward. Be brace and ferret it out!
- **Step into Tech Systems** that support your God-given goals. Use a CRM to manage your connections. I use www.Nimble.com. Use a scheduling tool. I use www.Koalendar.com. Use forms for everything! I use Jotforms.
- **Add Extra Work-Days** to your week. This is my latest greatest time management discovery and strategy. When you are under pressure to get more done than usual, divide you day into two or three working days. Begin each "day" segment with your usualy "morning routine." This resets the brain to super-efficiency and allows you to accomplish far more than if you did your typical midday and afternoon routines.

Day Starter

GOD, I AM THANKFUL FOR... List people, places, things or ideas as fast as possible to fill this column.

I PRAISE YOU, GOD, THAT YOU ARE... List His character and attributes below.

I GET TO WORSHIP YOU, GOD, TODAY... Start with the word "by" or "with my" to list lots of ways.