

**25 Time Masteries Tips**  
**T-I-M-E: You've Got It by Angel Zimmerman**  
**BYU Management Society Women in Business/ JRCLS Women in Law**  
**Webinar series, June 2017**

1. Remember who you are: You are a child of God
2. Say YES - Be "Y"earning to "E"xperience and "S"ucceed
3. Let others belief in you be the confidence to move forward
4. Maximize meditation time / Sacrament time - write down inspiration now not later
5. Power Pose for an instant energy boost
6. Get Dressed / Dress up
7. Create your empowerment music playlist
8. Become a productive procrastinator – congrats you didn't do "this" but you did to "that"
9. CHOOSE A SPOUSE WISELY!!!!
10. Add your children to your cheer squad
11. Create a family motto and mission statement
12. Join organizations
13. Recruit men to help
14. Have a power phrase to get you back on track
15. Buy time from the previous day - plan ahead the night before
16. If it can be accomplished in 5 minutes just do it
17. Set Timers
18. Determine the most important daily tasks
19. Reengage - decide to be present
20. Moments matter – look to make ordinary extraordinary
21. Use "and" rather than "but" to gain consensus
22. Find easy ways to journal – one sentence journaling
23. Spreadsheet life to see your trends
24. Sleep
25. Strike out on your own. Be your own boss.

**EXTRA TIP: Just reboot – Start over ---- at the next new minute**