## GOODBYE LAZY GIRL Inspired By Your Higher Self

### BYE BYE LAZINESS

**Set clear goals:** Get a journal and write down your goals. Set clear and attainable goals for yourself, both short-term and longterm.

**Prioritize tasks:** Identify the most important tasks that need to be done and prioritize them according to their urgency and importance.

Break down tasks into smaller steps: Break down larger tasks into smaller, manageable steps.

Create a schedule: Develop a daily or weekly schedule that outlines your tasks and activities. Wherever you go, the schedule will be with you.

Minimize distractions: Identify and minimize distractions that can derail your productivity, such as social media, e-mail or noisy environments. Get a study buddy to help you stay focused, in other words, get a Paris Geller.

Take breaks: Schedule regular breaks throughout the day to rest and recharge. Prioritize sleep; sleep at least 7-9 hours a day. Always go to bed and wake up at the same time.

Practice self-discipline: Develop selfdiscipline by setting limits, sticking to your schedule and holding yourself accountable for your actions. And the most important question you must ask yourself is: do I really want this? There is no holy grail: you either want it or you don't.

Stay organized: Keep your workspace neat and organized to promote mental clarity and productivity. Use tools such as to-do lists, calendars, and task management apps.



# TIME MANAGEMENT EISENHOWER MATRIX

Understand the Quadrants:
Quadrant 1: Urgent and Important (Do First)
Quadrant 2: Important but Not Urgent (Schedule)
Quadrant 3: Urgent but Not Important (Delegate)
Quadrant 4: Not Urgent and Not Important
(Eliminate)

- 1. List all your tasks and activities
- Assess each task based on its urgency and importance, placing them into the corresponding quadrant of the matrix.
- 3. Take action
- Focus on tasks in Quadrant 1
- Allocate time to Quadrant 2
- Delegate tasks in Quadrant 3
- Eliminate or postpone tasks in Quadrant 4
- Take action
- 4. Review and adjust

### **Goodbye To All That Study Guide**

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