

# 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 long-term.

**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 self-discipline 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.



*Created by Sabrina*

### 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
2. 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
4. Review and adjust

# Goodbye To All That Study Guide

**Cengage Learning Gale**

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