

Session 10 “Time Balance Mastery”

1. Have a crystal clear vision in WHO I want to become (In the top 7 areas of your life)>Family-Health-Spiritual-Finances-Personal and professional development-Contribution-Fun<
2. Know what is your life’s purpose
3. Have total clarity of “WHO you are, and WHAT you believe”
4. To have a code of conduct
	1. This is how we act.
	2. Whatever code of conduct we have, that is how we act. It guides us.

1. Have a list of your values and life principles (valores, principios)
	1. Business Values
	2. Personal Values
		1. We respect each other
		2. IN this house we respect each other’s privacy
		3. In this house we take care of each other
		4. In this house we are respectful
		5. In this house we shake hands
2. To have a short term plan (weeks and months) and Long term plan (years)
3. Use a calendar (electronic or paper)
4. Review our agenda before you go to sleep and in the morning before you leave your house
5. Keep a notebook near you all the time so you can write down your notes, ideas, commitments, or anything else that is important to track.