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LIFE TRANSFORMATION DIGITAL PLANNER 2023 IS NOW AVAILABLE.
USE CODE **[GET30]** TO GET **30% DISCOUNT!**



Time Management



set priority & boost productivity



HaruMate



Time Management

IF YOU SPEND MORE TIME ON EACH TASK, YOU WILL BE...



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IMPORTANT

UNIMPORTANT

TASK A

Hard worker

- MAKING SURE THAT YOU ARE THE ONLY ONE WHO'S CAPABLE OF THOSE TASKS. (SEE IF YOU COULD DELEGATE)
- ALWAYS DO YOUR BEST TO FIND MORE EFFECTIVE WAY TO DO IT. IT RAISES YOUR SALARY, SAVES YOUR TIME FOR TASK B.

TASK C

Repentant

- IF IT'S NOTHING TO DO WITH YOUR IMPROVEMENT OR SUCCESS, RECONSIDER IF IT'S REALLY URGENT (YOU CAN USE YOUR TIME FOR IT ON TASK A OR B)

TASK B

Achiever

- MAKE SURE IT'S IMPORTANT TO YOU AND YOUR LIFE GOAL NOT TO YOUR BOSS OR PEOPLE AROUND YOU.
- ACHIEVERS PUT AS MUCH AS TIME INTO TASK B, FAILURES MISTAKE TASK A FOR TASK B.
- ALLOCATE TASK B TO YOUR MOST PRODUCTIVE WORK TIME (EX: MORNING TIME)

TASK D

Failure

- IF IT HELPS REDUCE YOUR STRESS, MAKE YOU HAPPY, THEN SCHEDULE A TIME FOR IT. (EX: CREATE A RULE THAT YOU WILL DO IT UPON FINISHING TASK A OR B)
- IF IT'S SELF-DSTRUCTIVE BEHAVIOR, THINK FIRST. CREATE A HABIT TO STOP (AN ACTION BRINGS SIMILAR ACTIONS)

URGENT

NONURGENT



Time Management



CLASSIFY YOUR TO-DO ITEMS ACCORDING TO THEIR IMPORTANCE AND URGENCY

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IMPORTANT

UNIMPORTANT

URGENT

TASK A

-
-
-
-
-

TASK C

-
-
-
-
-

NOT URGENT

TASK B

-
-
-
-
-

TASK D

-
-
-
-
-



Time Management



FILL THE HOURGLASS WITH ROCKS BASED ON WHAT YOU DID TODAY

[CLICK HERE TO
DOWNLOAD STONES](#)

PUT THESE STONES ON HOURGLASS IF YOU GET A
TASK DONE (OR WHEN YOU SPEND CERTAIN AMOUNT
OF TIME ON A TASK)

TASK A

done

TASK B

improvement

TASK C

okay..

TASK D

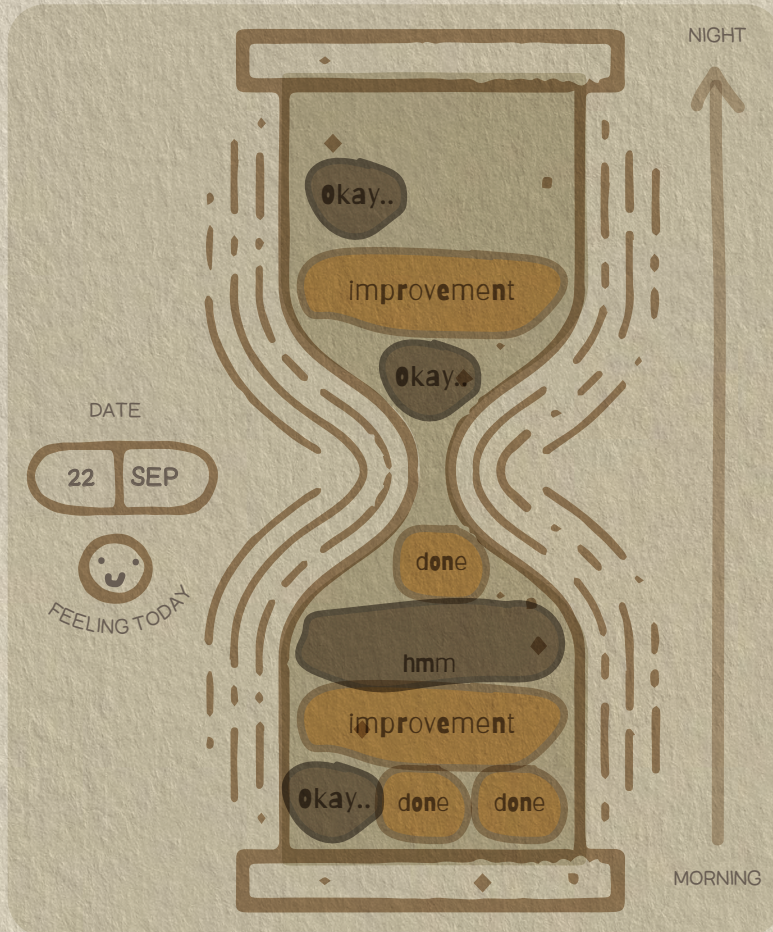
hmm

• WHAT KIND OF TASK DID YOU SPEND THE LONGEST
TIME TODAY?

HRS

HRS

• TODAY'S REFLECTIONS





DATE

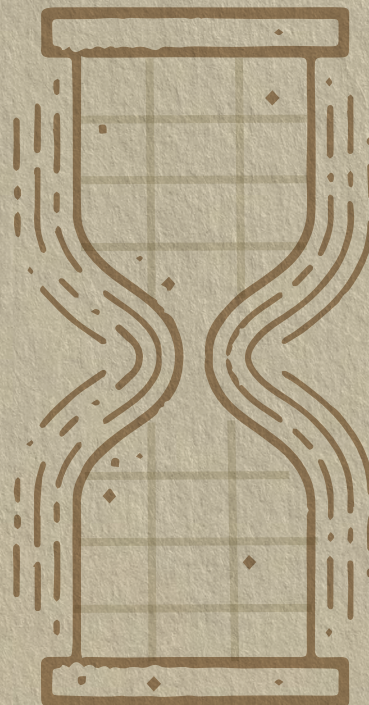
FEELING TODAY

• WHAT KIND OF TASK DID YOU SPEND THE LONGEST TIME TODAY?

HRS

HRS

• TODAY'S REFLECTIONS



DATE

FEELING TODAY

• WHAT KIND OF TASK DID YOU SPEND THE LONGEST TIME TODAY?

HRS

HRS

• TODAY'S REFLECTIONS