

SAVERS

A Simple Routine Which Can Change Your Life

S – Silence

A – Affirmations

V – Visualization

E – Exercise

R - Reading

S - Scribing

Time Management Matrix

	Urgent	Not Urgent
Important	<u>Quadrant 1: DO</u>	<u>Quadrant 2: PLAN</u>
Not Important	<u>Quadrant 3: DELEGATE</u>	<u>Quadrant 4: ELIMINATE</u>