WHEN TIME CONTROLS YOU…

* You have difficulty knowing where to begin.
* You are distracted by uncertainties and worries.
* Your workspace is disorganized and cluttered.
* You lack clarity of purpose and direction.
* Your accomplishments are not satisfying.

WHEN YOU CONTROL TIME…

* Your work is directed and effective.
* You know what your priorities are and what is important gets done.
* The quality and efficiency of your work increases significantly.
* Good results are the norm, rather than the exception.
* Your leisure time is more enjoyable with the knowledge of what you’ve accomplished.
* You have the pleasure and rewards of seeing yourself progress toward your goals.