



## **K-TIP:**



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### **EFFECTIVE TIME USAGE DETERMINES SUCCESS**

Everyday you make an investment of your time in your chosen activities.  
You cannot save time for later use. You have to use it as it comes.  
And you only have 24 hours to each day.

Try to get the most out of the time you have.  
Focus your efforts on doing those things that will have the most  
significant impact on your life and your work.  
Do the important things first and stay focused on them  
until they are done.

Nothing makes you more effective than your ability to stay focused.  
Challenge yourself to stay focused.  
You'll be amazed at how much you'll get done,  
when you actually work the whole time you're working.

Your time is precious and cannot be replaced.  
Use it effectively with focus and get things done.

Don't serve time, make time serve you.



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