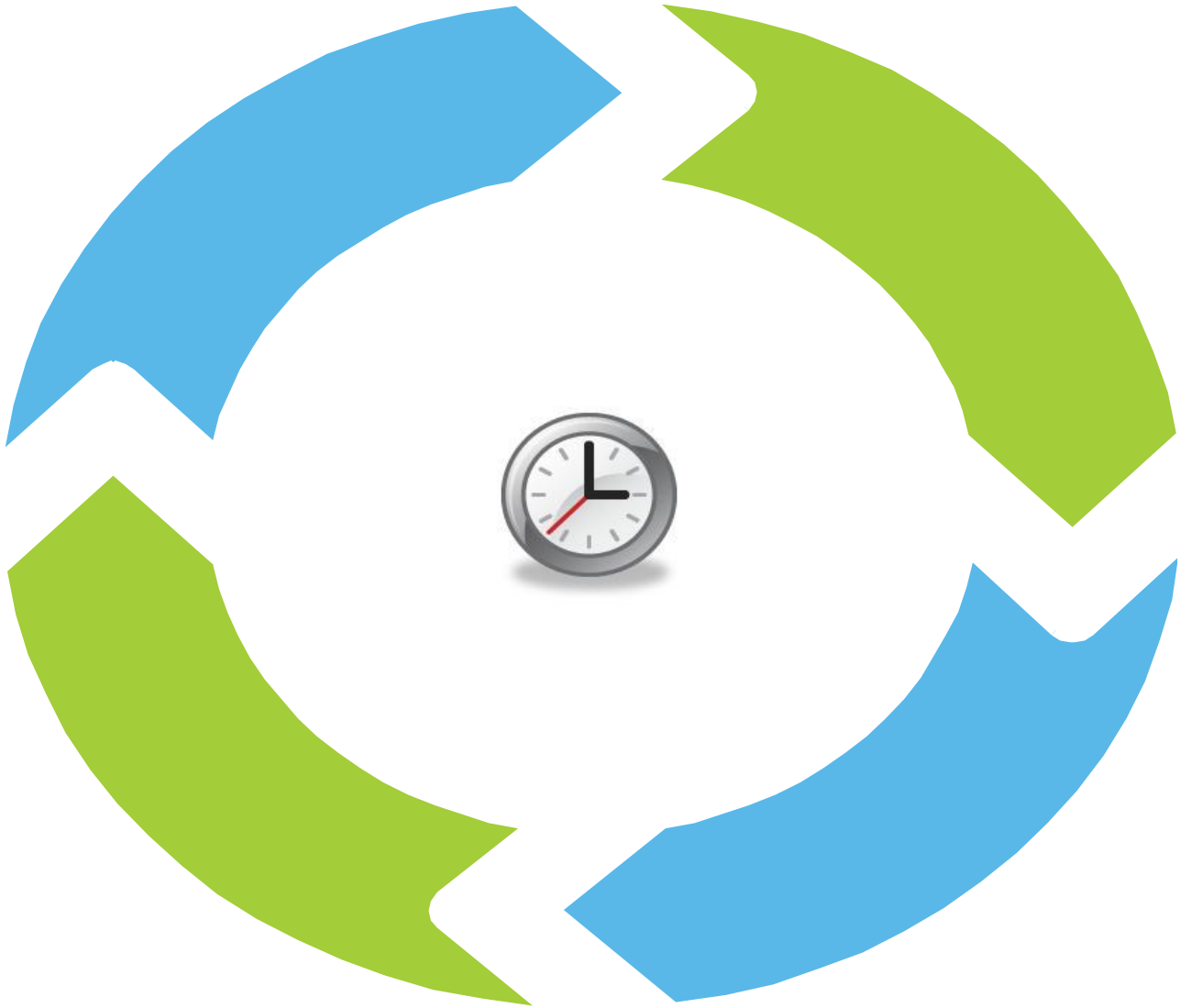


Time and Energy Management

In the arrows below, list the time management techniques that you use to be more productive. Be sure to answer the questions below.



1. What time of day are you most productive?

2. How can you increase your energy levels to be more productive?
