

# [BE FOUNDATIONS] TIME PRESSURE



Being on the clock makes us less creative and changes our risk tolerance. Use this worksheet to see how TIME PRESSURE impacts your life and business.

## TIPS FOR BUYING GIFTS (AT HOLIDAYS OR OTHERWISE)

1. Make a list of everyone you want to buy for
2. List a spending limit for each person
3. Compare this to your full budget - adjust numbers as needed
4. Add a line item for "unexpected gifts" and give it a budget
5. Write a few ideas for each person
6. Make a list of stores to visit and prioritize
7. Have a simple holiday shopping experience!

## TIPS FOR REDUCING WORK-RELATED TIME PRESSURE

1. Choose your top goals  
*(see the Master Your Mindset free mini-course for help)*
2. List sub-tasks under each goal with time budgets for each
3. Look at the next 90 days; see how many working days you have
4. Pick one sub-task and list it on each working day  
*(consider priority, commitments each day, and task time)*
5. Be incredibly productive!

**WANT  
HELP?**

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