

Free Library Guide #010

Time Management Basics

DonDada The Resetter™

A Quick Transformation Guide • Free Library

Welcome

Time management isn't about doing more—it is about doing what matters most. A simple plan for your day reduces stress, improves focus, and helps you make steady progress toward your goals.

DonDada Quote

"Your calendar reveals your priorities long before your words do." — DonDada The Resetter™

The Time Reset Framework

1. **Prioritize** – Identify your three most important tasks.
2. **Plan** – Schedule those priorities before everything else.
3. **Protect** – Reduce distractions while you work.
4. **Pace Yourself** – Work in focused blocks and take short breaks.
5. **Review** – Reflect on your day and prepare for tomorrow.

Real-Life Example

Instead of checking notifications first thing in the morning, complete your highest-priority task before opening email or social media. Small changes often create the biggest improvements.

Your Time Workbook

- What takes up most of my time each day?
- What distractions slow me down?
- What are my top three priorities this week?
- What activity could I reduce to create more time?

3-Day Time Reset Challenge

For the next three days, plan your day before it begins, complete your most important task first, and spend five minutes reviewing your progress each evening.

Key Takeaways

- Time reflects priorities.
- Planning reduces stress.
- Focused work creates momentum.
- Small improvements save hours over time.

Continue Your Reset

Mindset: Mindset Reset Starter

Business: Business Vision Blueprint

Productivity: Morning Reset Routine

Habits: Building Healthy Habits

Continue Your Journey

Free Library – Explore resources across many categories.

Individual Libraries (\$11/month each) – Dive deep into one subject.

Creole Library (\$25/month) – Personal development resources in Haitian Creole.

All-in-One Library (\$55/month) – Includes every \$11/month library plus standard online courses.

VIP Membership (\$250/month) – Includes the All-in-One Library, premium online courses, and one private consultation each month.

Resetter's Inner Circle (\$500/month) – Includes everything in VIP, the exclusive Emotional Reset Library, and four private consultations each month.

Library Information

Series: Starter Guides • Guide #010 • Reading Time: 10 Minutes • Beginner