

A  
RESOURCE  
GUIDE TO

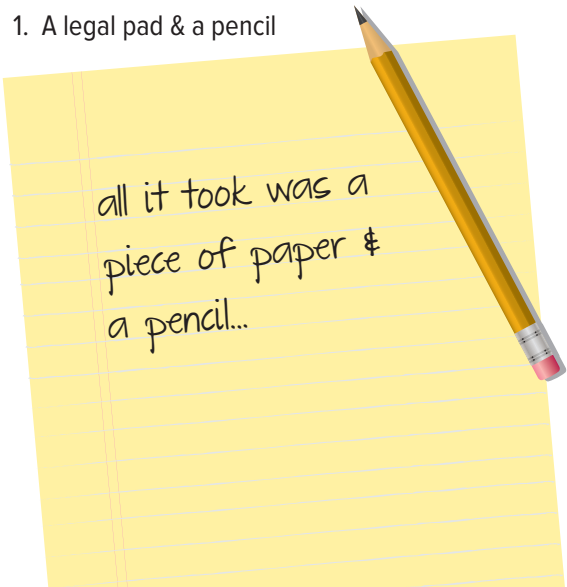
KEEPING YOUR  
**COOL**

WEEK 3

IT'S ABOUT TIME  
BIBLICAL PRINCIPLES ON TIME MANAGEMENT

**PRACTICAL APPLICATION:**

1. A legal pad & a pencil



all it took was a  
piece of paper &  
a pencil...

**SUGGESTED RESOURCES:**

**BOOKS:**

*Getting Things Done* by David Allen

*What's Best Next* by Matt Perman

**APPS:**

**www.getflow.com**

*Designed to help with the management of tasks, projects, team collaboration & more.*

**www.wunderlist.com (free)**

*Organize & share your to-do, work, grocery, movies & household lists.*

**evernote.com (free for basic plan)**

*Provides tools you need to stay organized across all your devices.*

## 5 TOP PRIORITIES IN MY LIFE:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_