

**NAIFA MEMBERSHIP  
SOLUTIONS FOR YOUR BUSINESS**

# **TIME MANAGEMENT: BE THE CEO OF YOUR OWN LIFE**

Are you asking yourself whatever happened to the time you thought you had, even as you look at a to-do list that's getting longer and longer?

It's time to learn the practices and strategies for making the most of your work day. NAIFA members have access to proven techniques to identify common time wasters and eliminate distractions.

Here are a few samples of how NAIFA's time management solutions will help you make the best use of an asset you cannot replace.

## **ADVISOR TODAY ARTICLES**

### **WANT TO CHANGE YOUR LIFE? THEN CHANGE THE WAY YOU MANAGE YOUR DAY!**

Change Your Day, Not Your Life: A Realistic Guide to Sustained Motivation, More Productivity, and the Art of Working Well

### **15 WAYS TO SAVE TIME**

The key is to build expectation-setting into every aspect of your life.

### **MANAGING YOUR PRACTICE: THREE EASY WAYS TO SAVE TIME**

Learn to manage expectations, leave detailed voicemails, and complete the subject line of an email message last.

## **TECHNOLOGY TOOLS: MOBILE SCRIBE**

Mobile Scribe is a mobile dictation service that allows you to document client meetings faster and easier than ever before. For less than the cost of a daily cup of coffee, you can spend less time on paperwork and more time serving your clients and growing your business.

## **MEMBERS-ONLY WEBINARS AND PRESENTATIONS**

### **BUILDING A BETTER BUSINESS**

Master the 8 Most Important Facets of Your Advisory Practice

### **FOCUS ON WHAT YOU DO BEST AND DELEGATE THE REST**

Important practice-management tips, communication tools, and other techniques to help you stay focused, achieve success in business and in your personal life, and enjoy how wonderful our business can be.

### **HOW TO HAVE THE BUSINESS YOU WANT AND A GREAT LIFE!**

Grow your business with technology tools to increase your productivity and free time, concepts to define and communicate your true value and powerful practice management techniques to transform your practice.

### **START YOUR YEAR STRONG THROUGH THE POWER OF GOAL SETTING**

Detailed goal-setting and time management concepts so you can persevere all the way to the completion of your goals.