

Time Mnemonic – Referenced in Episode 3 of the [“Oportuno” Podcast](#).

A mnemonic using the word TIME

T
what: TASK in your Calendar
when: Review Daily and manage as
necessary

I
what: INFORMATION in your FREE FORM
DATABASE; or wherever you log Random
Bits of Information
when: Manage as necessary

M
what: MIND MAP ITEMS in your Mind Map
Software
when: Review Daily and manage as
necessary

E
what: EVENT in your Calendar
when: Review Daily and manage as
necessary

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