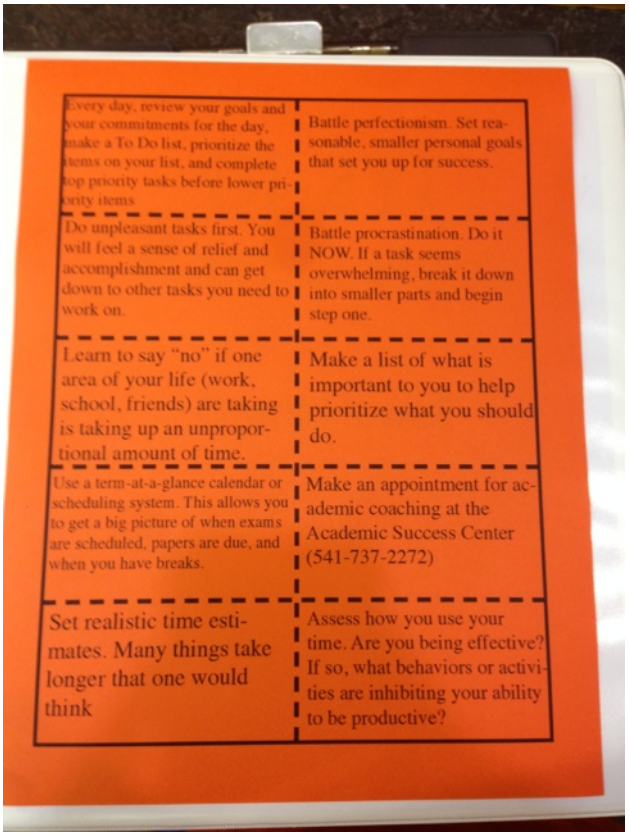
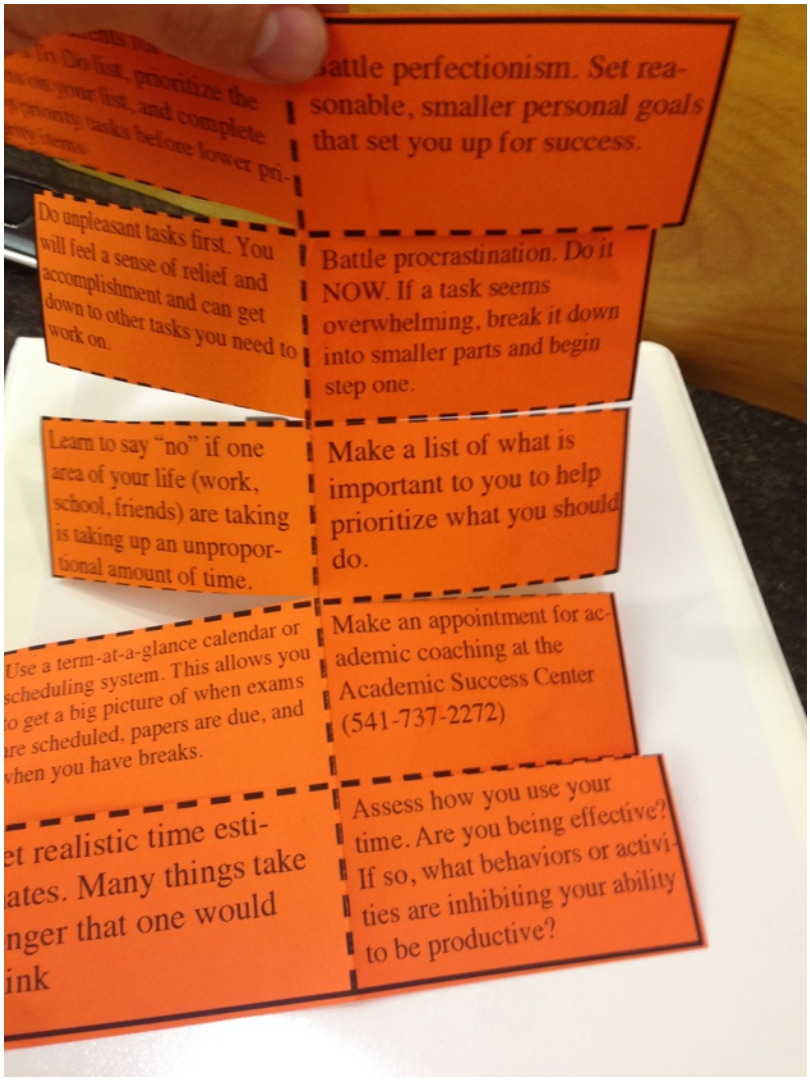
How to assemble and post the time management tear-offs.

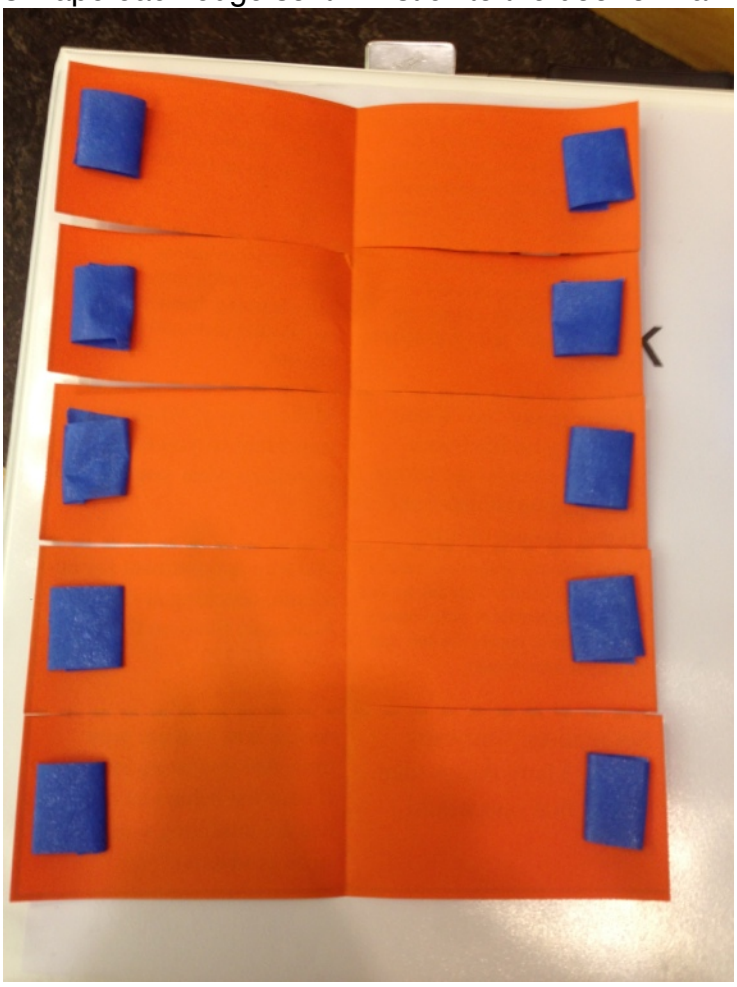
1. Fold along the vertical dotted line.



2. Cut to the center on each horizontal line, as shown



3. Tape each edge so it will stick to the door or wall



**Optional: Cut the vertical folded section and arrange them on the wall as individual slips.

Congratulations! You have assembled the passive Time Management program!