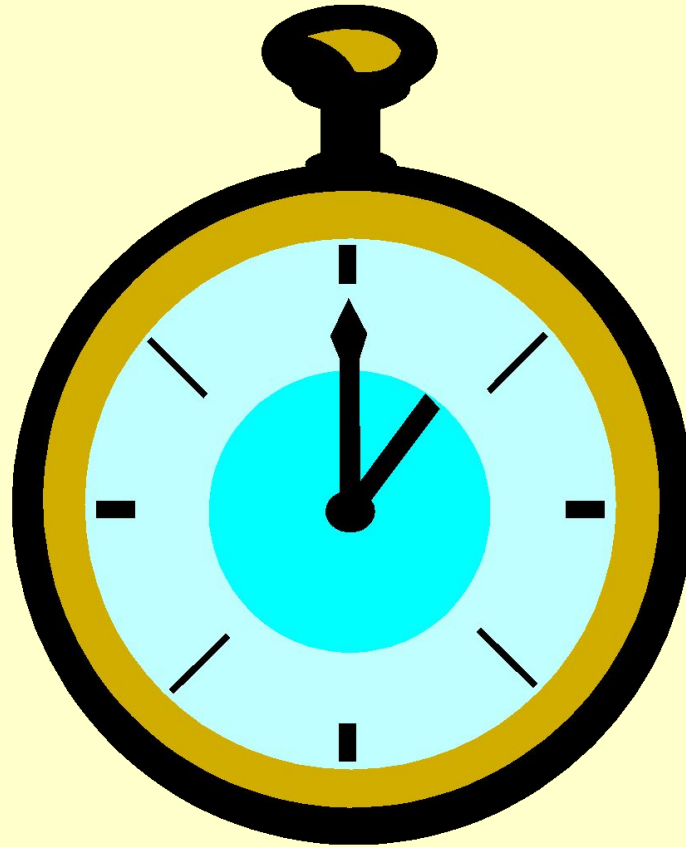
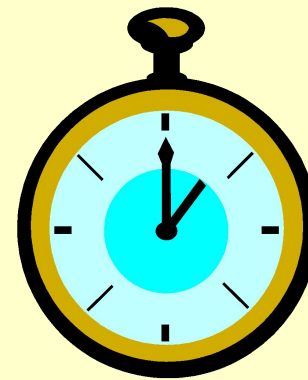


Time Management



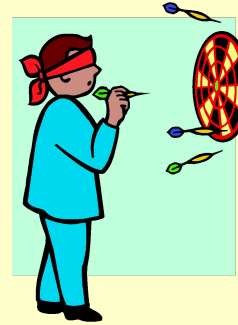
Benefits of time management

- Efficient
- Successful
- Healthy



Obstacles to effective time management

Unclear objectives



Disorganization



Inability to say “no”



Obstacles to effective time management

Interruptions



More interruptions



Periods of inactivity



Obstacles to effective time management

Too many things at once



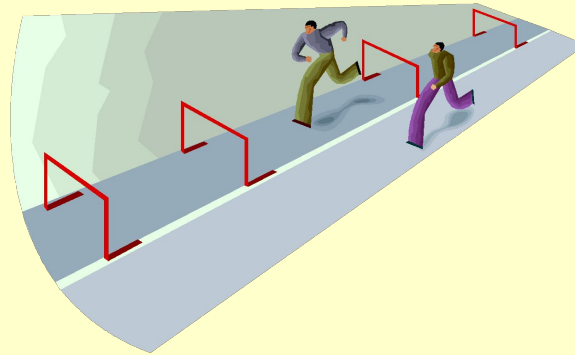
Stress and fatigue



All work and no play



What can we do?



Recognize that obstacles exist

Identify them

Employ strategies to overcome

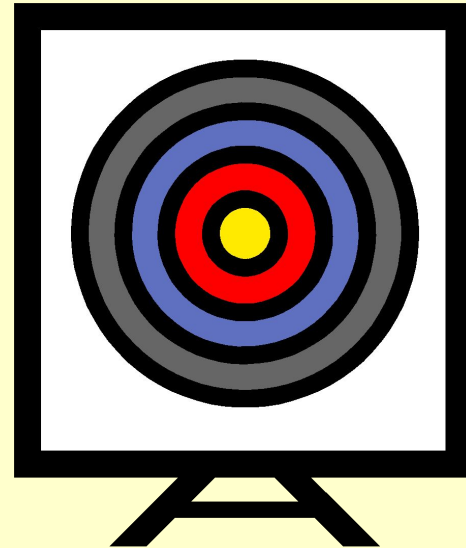


Time

Management

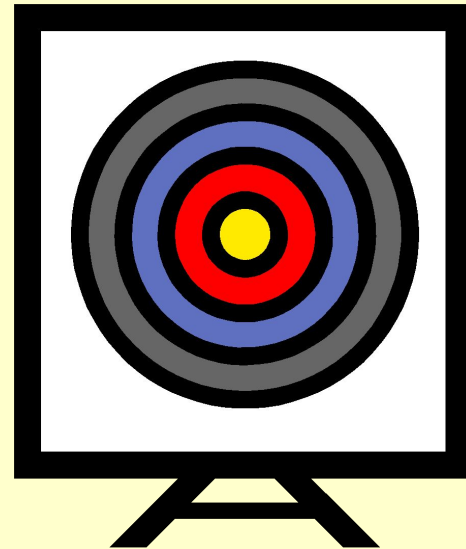
Set goals

- Specific
- Measurable



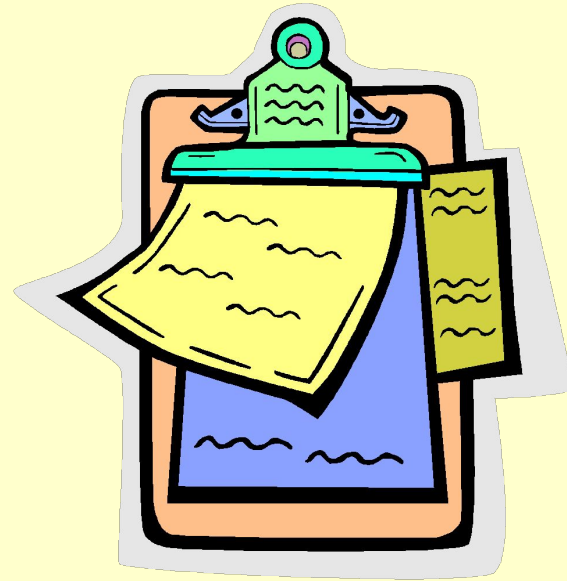
Set goals

- Specific
- Measurable
- Achievable
- Realistic
- Time-based

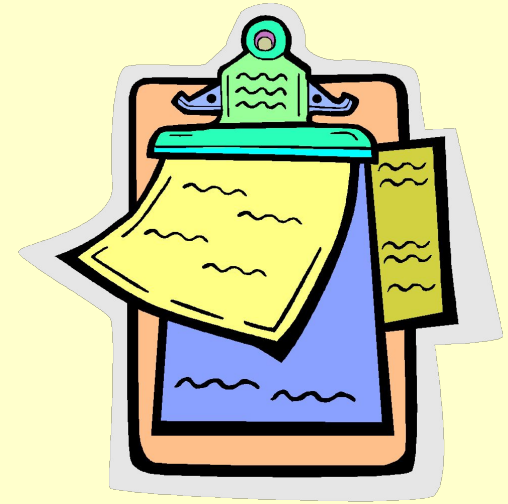


Prioritize

- Do
- Delegate
- Delay
- Delete



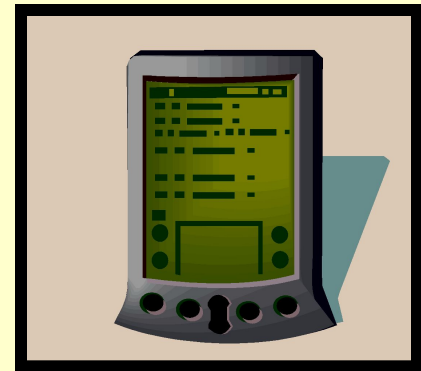
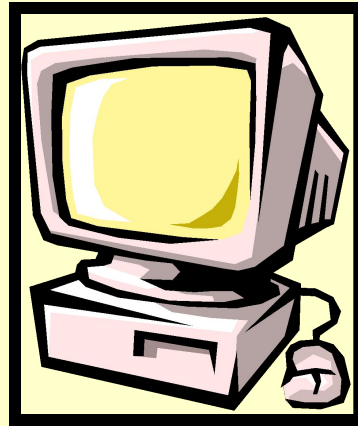
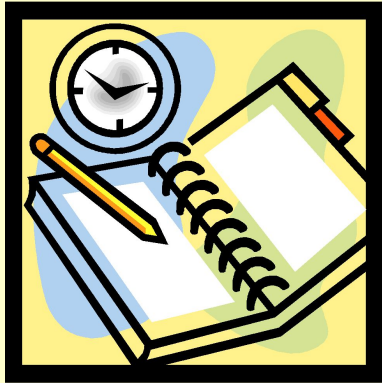
Prioritize



1. Address the urgent
2. Accomplish what you can early
3. Attach deadlines to things you delay



Organize



Learn when to say “NO”

- You can't do everything
- Don't undertake things you can't complete
- Remain consistent to your goals



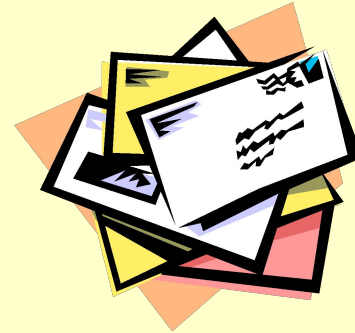
Use your waiting time

- On public transportation
- At the doctor's office
- Waiting for your plane
- On hold
- When you are early



Use your waiting time

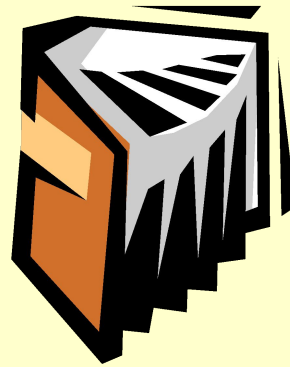
Correspondence



Letters or memos



Books or tapes



Concentrate on the task at hand

- Focus on your goal
- Tune out interruptions



Consider your personal prime time

- Morning?
- Evening?
- Late night?

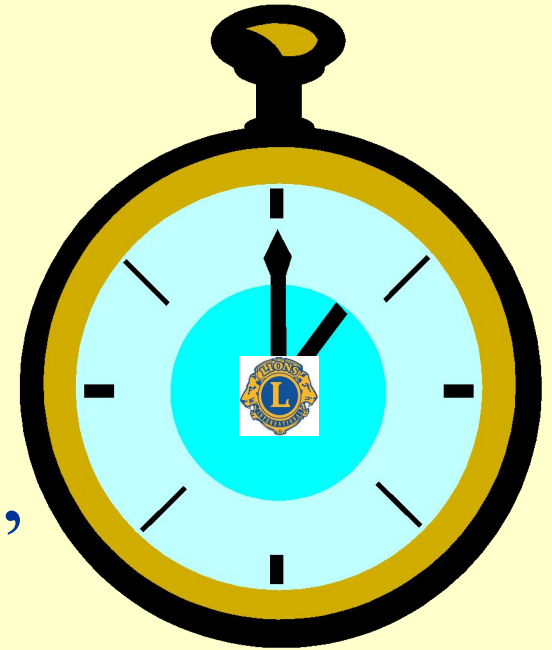


Celebrate your success



Review

- Set goals
- Prioritize
- Organize
- Learn when to say “NO”
- Use your waiting time
- Concentrate on the task at hand
- Consider your personal prime time
- Celebrate success



The Big Rocks of Life

