




Start, Stop, Start Over Again
Managing Multiple Priorities
Ann Max


Five Components

- Assess
- Plan
- Organize
- Execute
- Deal




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Assess Where you are Now




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Plan




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Organize



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Manage your Information

<ol style="list-style-type: none"> 1. Reduce the amount 2. Create a proper inbox environment 3. Set up working files 4. Set up personal, reference, archive files 5. Open 	<ol style="list-style-type: none"> 6. Do, Delay, Delegate, Dump 7. Plan out 8. Schedule 9. Maintain & Reward 
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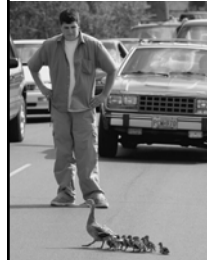
Implement Systems and Processes



Ikea buys General Motors

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Execute



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Deal



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Simplify your Life

- Schedule time for yourself
- Avoid overtime
- Set time limits
- You cannot do everything
- Set aside time and place for peaceful pursuits
- Exercise
- Eat well
- Sleep well



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MaxTips!

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STEPS TO ORGANIZING YOUR SPACE

Put a number beside each procedure in order of importance

<i>Procedure</i>	<i>Order of importance</i>
Put back	
Place in common piles/categorize	
Obtain supplies	
Determine what is holding you back	
Set a goal	
Label and file	
Remove items from area	
Reward	
Clean	
Sort one by one	
Maintain	
Plan time	
Discard what you don't need	
Zone your space	

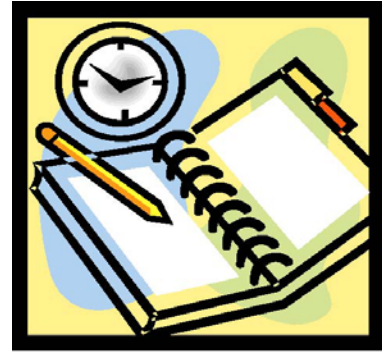


“Getting rid of clutter is not about letting go of things that are meaningful to you, it’s about letting go of the things that no longer contribute to your life so that you have time and energy and the space for things that do”

Elaine St. James “Living the simple Life”

APPLY THE PRINCIPLES

Live for ____ and only ____. Do not live in the past or the future. What's gone is done. What will happen, you have no control over. Today is the only time to act. Pretend you have a bank account that you can only use today. You cannot carry it over to tomorrow. You must spend all the money today.



Focus on the ____ picture. It's not what you do that counts; it is the results of your actions that will determine your successes. Be results oriented at all times so you can better promote the future of the company and, subsequently, yourself.

Constantly ____ yourself as a good time manager. As you go through a routine day, decide how you are going to handle situations that arise - how efficiently you are going to manage you life.

Increase your ____ to use time effectively. Don't get stuck in old routines and disciplines. Be creative. In this way, you will increase your levels of achievement and performance.

Constant ____ and ____ is the key to changing your attitudes regarding time management. Start with baby steps, in just one area, to sequence your life differently. By trial and error you can overcome with constant revision and reanalysis of your actions.

Be ____ at all times. As time management consultant, Brian Tracey, states, "Develop judgment, foresight, self-reliance, and self-discipline. Always have a clear and accurate picture of what is happening. Work smarter, not harder. Good time management is a source of energy, enthusiasm, and good mental attitude. It builds character and self-confidence. The more you get done, the better you feel. If you manage yourself by the minute, the hours will take care of themselves."

Be ____, yet realistic. Don't allow yourself to digress from your effectiveness. Don't slack off and allow no exceptions.

Talk to ____ constantly. Establish rewards for good behaviour. You, and only you, can change your actions.

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Obtain supplies	
Determine what is holding you back	
Set a goal	
Alphabetize and label	
Remove items from area	
Reward	
Clean	
Sort one by one	
Maintain	
Plan time	
Discard what you don't need	
Zone your space	

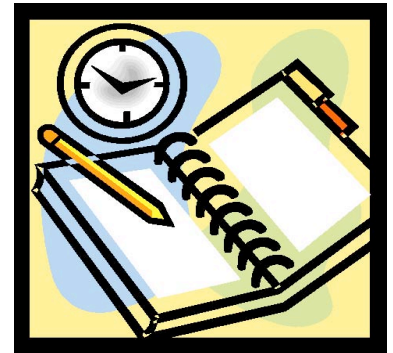


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