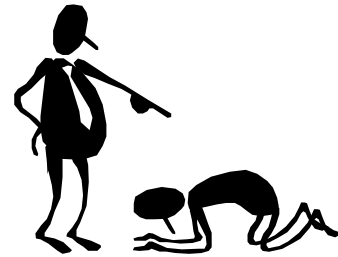




What do you do with your 86,400 seconds per day?

Ann Max

Time Management is About...



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### Agenda

- Discover who you are
- Learn what you want
- Apply principles
- Streamline processes
- Deal with timewasters



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FOCUS



**Who you are**



**What you want**



**Where you are going**


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-  ***Your personality***
-  ***Behaviour***
-  ***Modification***

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-  ***Principles***


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-  ***Schedule***
-  ***To-do Lists***
-  ***Multi-Tasks***

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-  ***With timewasters***

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## Who are You?

### Instructions

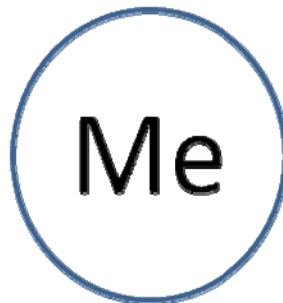
There is a circle on this sheet of paper with the word “me” on it.

Think of all the roles you play each day. We all wear a different number of hats depending on the relationships we have with others. Include professional roles only.

As you determine each role, print them on branches radiating from the word “me.”

Look at each role that you have marked on your tree. Quickly jot down two or three people/objects/responsibilities associated with that particular role.

Keep branching out from the centre, writing down whatever pops into your mind. Do not get bogged down in details. Aim for a broad and natural pattern.



## 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.