

# Time Management

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We All Get the Same 24 Hours!

Patricia S. Yoder-Wise

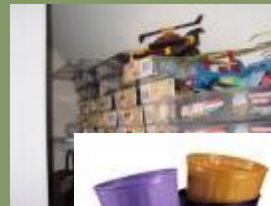
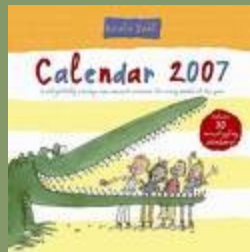


# Rethink:

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Time management is really  
energy management!!

# 15 TIPS IN 15 MINUTES...



# 1/ Learn Key Basic Skills NOW!

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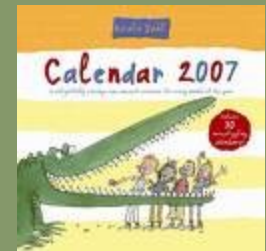
- Prioritize what you need to know
  - Presentation skills
  - Writing skills
  - Spread sheets
  - Web design
  - iPOD, PDA, VOIP



## 2/ Double the Time and Output/ Halve the Work

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- Plan realistically!
- Learn to say NO!
- Always think: How else can I use this?
- Don't do “canned” presentations!



# 3/ Put To Do Tasks on Old Business Cards

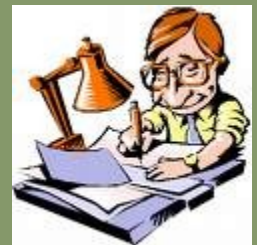
- It is eco-friendly.
- It prevents rewriting the list all day.
- You can reorder priorities instantly.



## 4/ Write Right!

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- Block time to prevent spending all of your time figuring out where you left off last time!



# 5/ Use the American Express Idea

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- Carry a notepad and Don't Leave Home Without It!
- Never lose a good idea!



# 6/ Go Public

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- Tell others what you need to do and what you need them to do to help you.



# 7/ Create a Cadre of Experts

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- Whether it's a plumber or a computer repair service, know who to call before you need them and let them know who you are.



## 8/ File in Broad Categories

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- ❑ Put the tab forward.
- ❑ Chunking is time efficient.
- ❑ Remember that filing is one of the least productive things we do.
- ❑ And on the computer, put it all in My Documents.



## 9/ Do something Good for Your Soul

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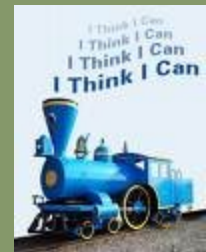
- Whatever you choose to do, enjoy it and think of it as a treat! It renews the spirit! Focus on it alone!
- Let's test multitasking....



# 10/ Attitude!

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- How you see it is how it is!
- Save the energy...don't complain



# 11/ Capitalize on Your High Peak Times

- Know when your energy is best and use that time for challenging work.



# 12/ Sign Up for Email Alerts

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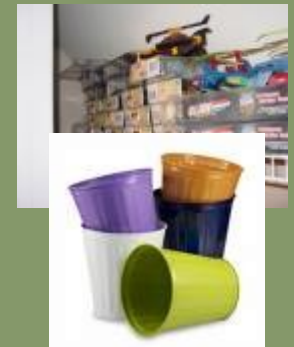
- Don't spend your time searching the web; have it come to you!
- Trash the alerts if you don't have time or aren't interested right now!



# 13/ Chunk or Junk

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- ❑ Sort mail quickly (email too)
- ❑ Review literature; decide
- ❑ Work plans
- ❑ Use [www.blablalist.com](http://www.blablalist.com) or [www.voo2do.com](http://www.voo2do.com)



# 14/ De-perfectionize

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- ❑ Not everything has to be perfect!
- ❑ The problem of letting go...
- ❑ Obsessing consumes time!
- ❑ Can you “hire” it out?



# 15/ Avoid Data Smog

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- ❑ Learn to forget
- ❑ Prioritize information
- ❑ Match saving with goals



# Focus on Self-Management

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- It is about us and what we want and need to do, not about time. That is clock-management.
- Do the important and not urgent...that is where Covey says you are most effective.



# The Clock is ticking...

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How will you spend your most precious resource?

