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**GROWING  
FORWARD**

→ Strategies Coach for Your Business & Your Life

**TIME MANAGEMENT**

PRESENTED BY PAUL CASEY

# TIME MANAGEMENT

Everyone makes time for what they \_\_\_\_\_ to, what they believe is \_\_\_\_\_ to them. The issue is lack of \_\_\_\_\_.

## EIGHT THINGS TO CONSIDER IN ORDER TO BE AN INTENTIONAL, EFFECTIVE TIME MANAGER

1. Determine your most important \_\_\_\_\_ overall, as determined by your \_\_\_\_\_ and your organization's values. The big thought for today: Manage your time around your \_\_\_\_\_.

Activity: Values exercise. My top 3 values are \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.

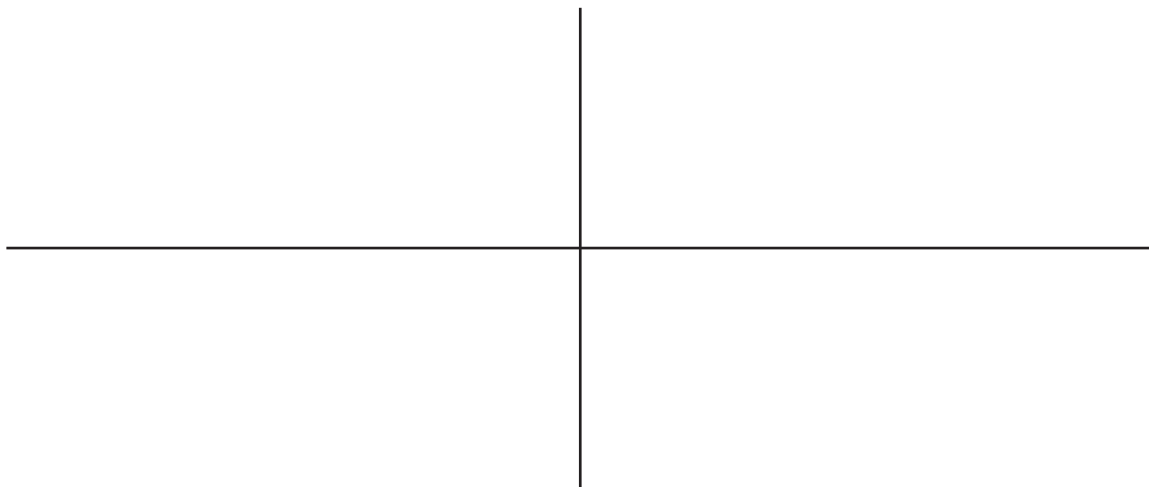
"You cannot have a peak performance without a peak \_\_\_\_\_." You have to change \_\_\_\_\_ before you can change behavior.

–John Maxwell

**ACTIVITY:** list your top 10 tasks, ranked by importance and urgency.

4 Quadrants:

I = Urgent, Important    II = not urgent, important    III = Urgent, not important    IV = Not urgent, not important



# TIME MANAGEMENT

**2.** Before you leave each day, look ahead at your schedule for tomorrow and make sure you know your

\_\_\_\_\_ for that day.

More than 3 priorities and you have \_\_\_\_\_ priorities.

Ask yourself: "If I \_\_\_\_\_  
\_\_\_\_\_?"

Margin is \_\_\_\_\_ time between priorities.

**3.** Get your priorities done near the \_\_\_\_\_ of your day.

\_\_\_\_\_ become runaway trains.

The best way to beat \_\_\_\_\_ is to get 'er done as early as you can in your day and as far away from the deadline as possible, with a chunk to just get started.

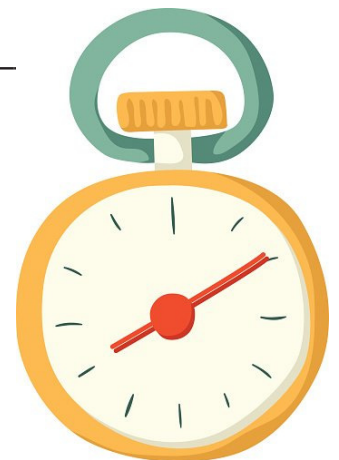
**4.** Make \_\_\_\_\_ with yourself and with those you are developing and stick to them.

**5.** Go with your \_\_\_\_\_.

Ask yourself, "What times of day am I most \_\_\_\_\_"

**6.** Do \_\_\_\_\_ thing at a time.

Ancient proverb: If you chase 2 rabbits, you catch \_\_\_\_\_.



# TIME MANAGEMENT



**7.** \_\_\_\_\_ what only you cannot do.

One of your primary tasks had better be \_\_\_\_\_ those on your team.

The Law of the Inner Circle says that those \_\_\_\_\_ to the leader will determine the \_\_\_\_\_ of that leader.

Throughout the day, ask, "Am I the \_\_\_\_\_ person to be doing this task?"

**8.** Deal with the "\_\_\_\_\_"

"\_\_\_\_\_ is the most valuable coin in your life. You and you alone will determine how that coin will be spent. Be careful that you do not let \_\_\_\_\_ spend it for you." –Carl Sandburg

A. Email.

Tips:

1. Get to the point quickly and limit your messages to \_\_\_\_\_ sentences to increase your productivity.
2. Use your \_\_\_\_\_-fields wisely: "Action needed:" "FYI only:"
3. Create \_\_\_\_\_ for the same type of emails that you send out regularly.
4. Only check..
5. Deal with...
6. \_\_\_\_\_ messages every time you open your in-box.
7. Set up an electronic filing system with \_\_\_\_\_ for projects or priorities.
8. Try to leave with only \_\_\_ emails left undone.
9. \_\_\_\_\_ from unnecessary ads, e-news you don't read, and CC's
10. Give the \_\_\_\_\_ option to avoid email tag when scheduling or taking a course of action.
11. Boomerang app
12. Other email tips?

B. Paperwork. To move paper quickly and keep an uncluttered desk, put incoming paper in one tray and then TRAF it:

# TIME MANAGEMENT

1. \_\_\_\_\_ it
2. \_\_\_\_\_ it to someone else to deal with or FYI
3. \_\_\_\_\_ on it immediately
4. \_\_\_\_\_ it
5. Don't put it \_\_\_\_\_ in the pile!

C. People. It takes \_\_\_\_\_ minutes to fully get back into your train of thought after an interruption.

Tips to deal with interruptions:

1. Availability: Door \_\_\_\_\_, door \_\_\_\_\_, door \_\_\_\_\_.
2. "Could I \_\_\_\_\_ this thought? Thx" when interrupted. \_\_\_\_\_ on it immediately
3. \_\_\_\_\_ strategies:
  - a. "I have \_\_\_\_\_ before I must..." right off the bat.
  - b. \_\_\_\_\_ up when they enter so no one gets comfortable.
  - c. \_\_\_\_\_ them to your next destination.
  - d. \_\_\_\_\_ what you heard is their main issue and point them in the right direction, or write down what you will own.
4. Remember to get the \_\_\_\_\_ off your back and onto theirs.

**BONUS:** Use your values as a \_\_\_\_\_ for requests of your time.

Protect your \_\_\_\_\_

You control the \_\_\_\_\_.

Don't go \_\_\_\_\_ someone else's yard when yours is on fire!  
\_\_\_\_\_ the decision until you have time to process it.

Run it through your \_\_\_\_\_.

Count the \_\_\_\_\_.

Figure in \_\_\_\_\_.

Have a \_\_\_\_\_ statement that politely declines.

Two resources for you: [getmoredone.com](http://getmoredone.com) and the Organized Executive.

The hardest person to lead in your organization is \_\_\_\_\_.

We all have \_\_\_\_\_ minutes in our day. Allocate them well.

# TOP 3 TAKEAWAYS

1.

2.

3.

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