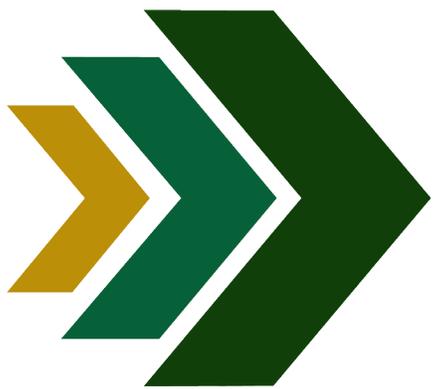


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**GROWING
FORWARD**

→ 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 _____, _____, _____.

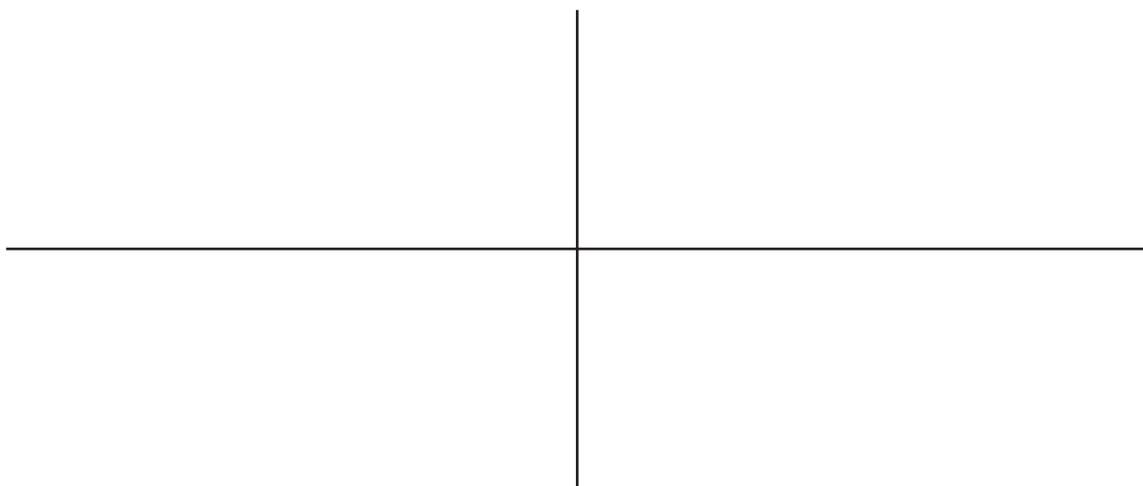
"You cannot have a peak performance without a peak _____." You have to change _____ before you can change behavior.

–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.

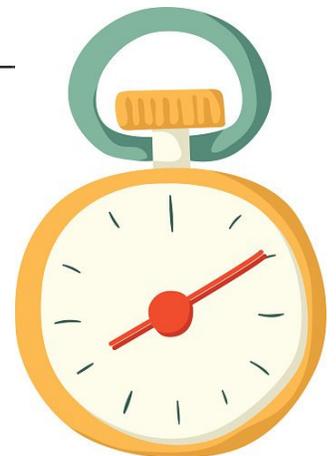
4. Make _____ with yourself and with those you are developing and stick to them.

5. Go with your _____.

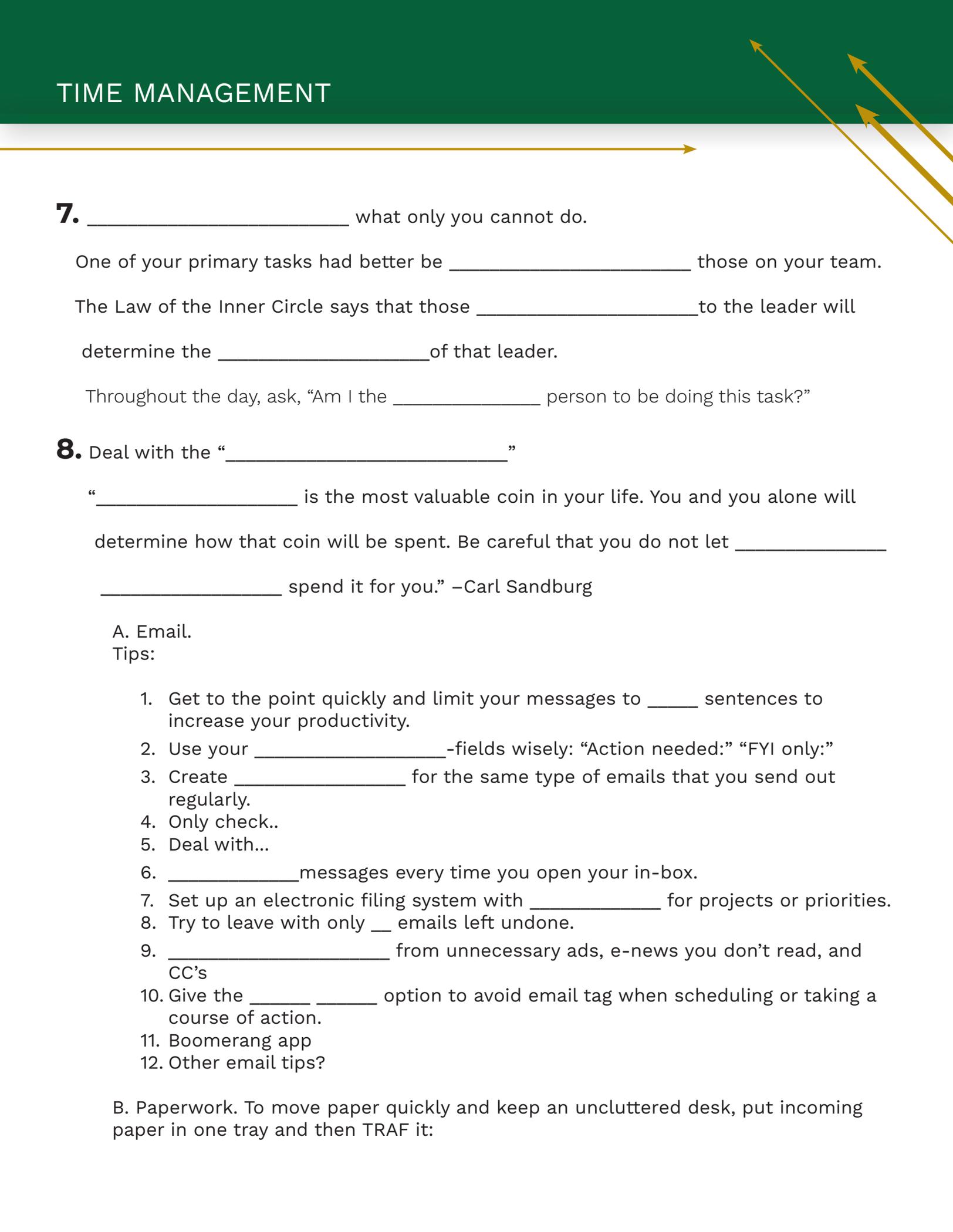
Ask yourself, "What times of day am I most _____"

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 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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