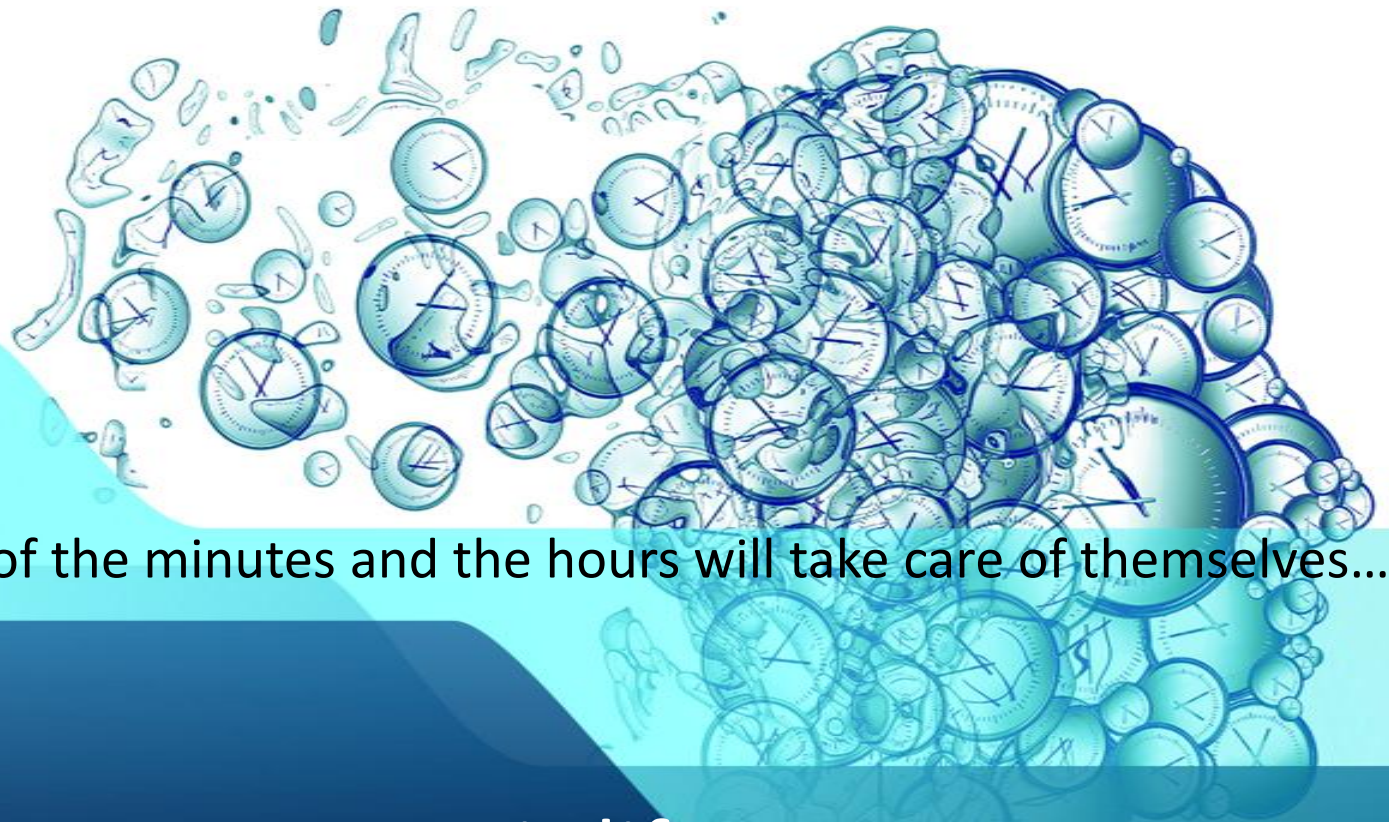




There are no time management problems.
There are only priority management
problems...



Take care of the minutes and the hours will take care of themselves...

Time management is life management

Time Management Matrix

(“Eisenhower Box”)

	Urgent	Not Urgent
Important	<p>Putting out the fire Hospital emergency Phone calls from boss</p> <p>DO NOW</p>	<p>Preparing for seminar Planning for wedding Working on project</p> <p>PLAN IT</p>
Not Important	<p>Answering phone offers Random interruptions Doing the lawn</p> <p>DELEGATE IT</p>	<p>Watching TV Playing video games Gossiping</p> <p>DROP IT</p>

Highly effective people avoid quadrants 3 and 4 !!!

Managing interruptions

A decorative graphic in the top right corner shows a hand holding several coins and watches, symbolizing time management and financial aspects of productivity.

- Decide on a suitable time to do important tasks
- Delegate
- Defer
- Divide into intervals of 25 mnts duration



- Stop procrastinating
- Manage external time wasters
- FOPS card

Tips....

- Be assertive
- Learn to say “No”
- “Do not disturb”-tag
- Prioritize
- Organize..
- No talk thursdays..???





Either run the day or the day will run you! Be the master of your minutes!!