TIME MANAGEMENT

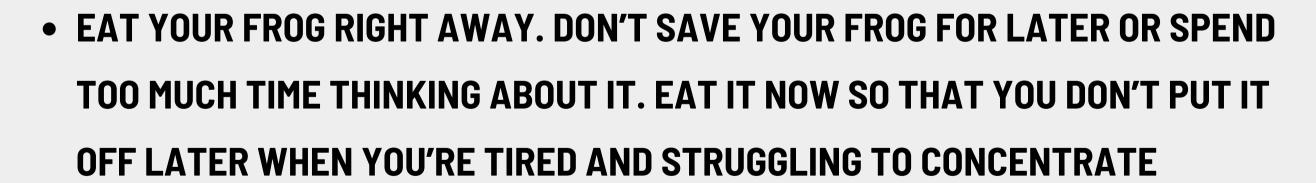
& DAILY PRIORITIES



EAT THE FROG! ~JEB BLOUNT

HERE'S HOW IT WORKS:

 BEGIN EACH DAY BY IDENTIFYING YOUR "FROG"—THE HARDEST OR MOST IMPORTANT THING ON YOUR PLATE









TIME BLOCKING!

- 1. CREATE A WRITTEN SCHEDULE, ACTUALLY WRITE IT DOWN!
- 2. USE YOUR CALENDAR TO BLOCK YOUR SCHEDULE OFF
- 3. BREAK YOUR DAY UP INTO DISTINCT BLOCKS OF TIME. WITHIN EACH BLOCK OF TIME, YOU WILL WORK SPECIFIC TASKS, LIKE A CALL SPRINT DIALING MONO LINE CUSTOMERS!
- 4. TIME BLOCKING CAN HELP YOU FOCUS AND <u>GO DEEP</u> ON THE WORK YOU NEED TO DO. IT CAN ALSO HELP TO <u>ELIMINATE INEFFICIENT MULTITASKING</u>.







HOW DO I SPEND MY TIME?

- 1. BLOCK YOUR TIME & ELIMINATE DISTRACTIONS
- 2. HOW LONG DOES IT TAKE ME TO DO THIS TASK?
- 3. IDENTIFY THE BAD HABITS THAT ARE WASTING TIME
- 4. GET ORGANIZED! CLEAN UP YOUR SPACE TO MAKE IT EFFECIENT
- 5. CATEGORIZE AND COLOR CODE HIGH PRIORITIES
- 6. DO THE IMPORTANT TASKS WHEN YOU HAVE THE MOST ENERGY
- 7. TAKE QUICK BREAKS TO KEEP YOUR MIND FRESH



TIME MANAGEMENT & DAILY PRIORITIES



URGENT VS. NOT URGENT

ION

URGENT - TASKS THAT DEMAND IMMEDIATE ATTENTION

NOT URGENT- ADMINISTRATIVE TASKS OR TASKS THAT VEER AWAY FROM YOUR TARGET

TIME MANAGEMENT & DAILY PRIORITIES



GET S.M.A.R.T.!



- MEASURABLE: YOU SHOULD BE ABLE TO TRACK THE GOAL'S PROGRESS
- ATTAINABLE: YOU SHOULD BE ABLE TO HIT THE GOAL WITH THE AVAILABLE RESOURCES
- RELEVANT: YOUR SHORT-TERM GOAL MUST ADD UP TO ACHIEVING YOUR LONG-TERM GOALS
- TIME-BOUND: YOU KNOW THE DEADLINE FOR WHEN YOU CAN ACCOMPLISH THE GOAL

TIME MANAGEMENT & DAILY PRIORITIES

