

TIME MANAGEMENT & DAILY PRIORITIES



REMOTE LABS

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
- EAT YOUR FROG RIGHT AWAY. DON'T SAVE YOUR FROG FOR LATER OR SPEND TOO MUCH TIME THINKING ABOUT IT. EAT IT NOW SO THAT YOU DON'T PUT IT OFF LATER WHEN YOU'RE TIRED AND STRUGGLING TO CONCENTRATE



TIME MANAGEMENT & DAILY PRIORITIES

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 GO DEEP ON THE WORK YOU NEED TO DO. IT CAN ALSO HELP TO ELIMINATE INEFFICIENT MULTITASKING.**

TIME MANAGEMENT & DAILY PRIORITIES





REMOTE LABS

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



REMOTE LABS

URGENT VS. NOT URGENT

URGENT - TASKS THAT DEMAND IMMEDIATE ATTENTION

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

TIME MANAGEMENT & DAILY PRIORITIES





REMOTE LABS

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

- **SPECIFIC:** YOU MUST KNOW WHAT GOAL OR OUTCOME YOU WANT TO ACHIEVE
- **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

