

1

VALUE TIME

Value not only your time but other people's time.

We all have the same 24 hours or 1,440 minutes in a day.

When we understand the importance of that, our sense of urgency and respect for Father Time helps us to stay on course with Step 2-10.

2

SET PRECISE GOALS & DEFINED SCHEDULE

- Make organized lists of your tasks, then prioritize the items on your lists.
- Set a specific time limit to complete each task to keep you in the game.
 - Include time for breaks & the occasional chit-chat, but keep them from derailing the schedule.
- Set specific times for reading and responding to emails & phone calls.
- Time-block similar tasks together for efficiency so you're not bouncing back & forth or all over the place!

3

STRATEGIZE: APPLY THE 4 D'S

Place tasks into 4 buckets.

Do: What is important or essential, what adds the most value or can be quickly accomplished to build momentum.

Defer/Delay: Temporarily pause a task that isn't needed immediately or that can be done when you're more available.

Delegate: A task that is not necessary for YOU to do and can be assigned to someone else.

Delete/Drop: Remove unnecessary or unimportant tasks and move on.

4

KNOW HOW LONG STUFF TAKES

Having a clear knowledge of how long it takes you to accomplish certain tasks is important.

- To get a gauge, do a 'Time Audit' to find out where your time goes. The easiest way to keep track is to download a task manager app.
- Allow enough time for each task without letting wishful thinking prevail or applying only 'best-case' scenario time frames when setting the schedule.

5

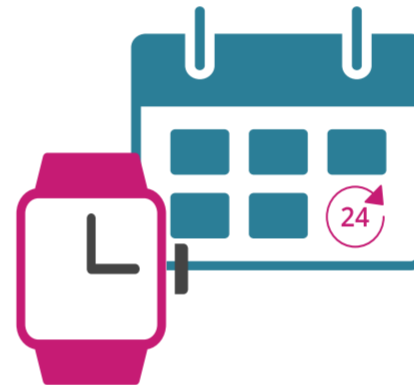
EAT YOUR FROG

Mark Twain had it right when he said, if you "eat a live frog first thing in the morning nothing worse will happen to you the rest of the day". Apply the principle of doing the most important, the most difficult or your least favorite things FIRST so they are out of the way. Procrastinating will only make them harder to swallow!



TIME MANAGEMENT 101

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6

ELIMINATE 'HALF-WORK'

Stay focused and on point with the goals of the day by being fully engaged in the task at hand until it's complete. Getting it half done and then being distracted or skipping off into something else doesn't get you to the finish line.

Not committing takes you twice as long to accomplish half as much!

7

MINIMIZE DISTRACTIONS

Throughout the day, don't allow social media, news, blogs, random Google searches, or excessive chatter make you go down the electronic rabbit hole and leave something you started still hanging out there. When it HAS to get done, leave the phone in another room and force yourself to focus. Be mindful of your habits here going back to Steps 4, 5, & 6.

8

BE REALISTIC

Being realistic with expectations of yourself, others and what can actually be accomplished in a day is vital. Applying Steps 2, 3, & 4 will help you manage this better as time goes on. When you do, you will see the wisdom in it for those times when you do run out of time and items are left on the list but you'll still be able to feel good about the bigger accomplishments of the day!

9

KNOW WHEN TO CALL IT QUITS

- Sometimes we have to reassess & reprioritize. Be open to that and make the needed adjustments before getting into a sinkhole.
- Work-life balance is important so make sure you allot the time for the important parts of your non-work life; to have dinner with the family, play time with the kids before bedtime or that hour at the gym that your mind and body needs!

10

FLEXIBILITY & CELEBRATION

- Allow for flexibility. Things won't always be perfect, so keep your emotions in check when things go awry or are out of your control.
- Remember to work on things that matter, not just pushing paper or being busy with the things that don't move the needle forward.
 - And when you get through it all, don't forget to celebrate your wins!