Maximum Productivity
Time Management and Time Budgeting Strategy

Making the most of your time to achieve maximum results with maximum efficiency

Presented by Randy Anderson
E3 Professional Trainers

www.e3professionaltrainers.com • (806) 787-3474 • randy@e3professionaltrainers.com
I’d like to (do what) if I had more time!
I will not live an outstanding life by accident!

I can only live an outstanding life by forming habits and creating disciplines that will allow me to achieve excellence every day.
It is easy for people to get stuck in the thinking that got them to where they are today, even though that thinking cannot be used to get them where they need to be tomorrow.

Jane Wentworth

The Future of Business
Secrets to Staying on the Cutting Edge
Re-thinking Time... the first step to achieving Maximum Productivity!
Time is usually wasted in the same way every day.

Paul Meyer
Truths about time

- You have all the time there is.
- Time is a perishable commodity and a non-renewable resource.
- To be a really good time manager, you have to take ownership of the way you use your time.
Time Management

- Time is all you have with which to make a living.
- Everyone has the same amount of time.
- As with money, the person who invests their time most wisely is the one who gets ahead.
Invest your time in things that will help you live a balanced life and achieve or maintain your core values.
How can you improve your time management?

Great time management isn’t doing a lot more things. It is doing one thing at a time, quickly.

Dan Thurmon
Eliminate Time Bandits
Get Organized

(This is not an event!)
Use a Personal Productivity/Organizational Tool
Plan ahead so you can be proactive instead of reactive.
Master the idea of sequencing and succession.
Systemize Recurring Tasks
DELEGATE tasks that someone else can do!
Invest your time in the most important task from a long-term perspective.
EFFECTIVENESS is doing the RIGHT THINGS
EFFICIENCY is doing THINGS RIGHT

Peter Drucker
Work to reduce or eliminate “unexpected opportunities” (AKA – Interruptions)
Say no to things you don’t have to do that don’t help you to achieve or maintain your core values.
Time is _______!
Time is MONEY!
Time Budgeting

What’s the difference?

Randy Anderson • randy@e3professionaltrainers.com • www.e3professionaltrainers.com • (806) 787-3474
You can’t really manage time…

You can only manage the use of time!
Time is ____________!

Time is the currency of life.
## 4 Classifications of Time Budgeting

<table>
<thead>
<tr>
<th>Non-Negotiable/Unchangeable</th>
<th>Negotiable/Unchangeable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Negotiable/Changeable</td>
<td>Negotiable/Changeable</td>
</tr>
</tbody>
</table>
Creating your own Time Budget

List all of your responsibilities, obligations, commitments, duties, recurring to-do items, etc.

Divide them into categories based on their frequency

Estimate how much time each item requires

Move them into your time grid in the appropriate order according to priority.
You won’t always be able to stick to your time budget,

but try to make it a principle.
To make this system work most effectively

- Don’t let other people control your time.
- You have to get good at putting to-do items in the right block the first time.
- Make appointments with yourself.
- Value your time and the time of others.
To make this system work most effectively

Forget the “shoulds”!

It has to be a system that you will use.
In Summary

Maximum Productivity

• Your priorities are not bound to how much time you have.

• There are several truths about time you can not change.

• You have to take ownership of your time, realizing that time is all you have with which to make a living, and you have all the time there is.

• Invest your time in activities that help you live a balanced life, and achieve or maintain your core values.

• You have to put the rocks in the jar first, the pebbles in second, the sand in third, and the water in last.

• What I SAY isn’t as important as what YOU are willing to DO!
If you’d like to receive occasional strategies for increasing your productivity, ideas for living a better life, and motivational stories/quotes,

“Like” us on Facebook (E3 Professional Trainers)

Follow E3 on Twitter (E3ProfTrainers)

Sign up for the E3zine (e-newsletter) by texting E3FORLIFE to 22828.
Until the pain of staying the same is greater than the pain of change, you won’t change.

Henry Cloud