



Maximum Productivity

Time Management

I'd like to do (what) if I had time.

- 1.
- 2.
- 3.
- 4.
- 5.

Time Management

Truths about time

- You have _____ the time there is.
- Time is a _____ and a _____.
- To be a good time manager, you have to _____ of the way you use your time.
- Time is all you have with which to _____ a _____.
- Everyone has the _____ of time.
- As with money, the person who _____ their time most _____ is the one who gets ahead.

Invest your time in things that will help you live a _____, and help you achieve or maintain your _____.

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Maximum Productivity Priority Management

Priority Management -- Managing Tasks that take Your Time

- Eliminate _____ - _____ !

- Getting Organized Is Not An _____ !

- Use a Personal _____ / _____ tool.

- Plan ahead – This will allow you to be _____ instead of _____.

Integration and Application:

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Maximum Productivity Priority Management

- Master the idea of _____ or _____.
- Do things to save time on _____.
- _____ things that someone else can do.
- As often as possible, invest your time on the most _____ or most _____ task from a _____ - _____ perspective.
- _____ to things you don't have to do that don't help you achieve or maintain your core values.

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Time Management vs. Time Budgeting

You can't really _____ time...you can only manage the _____ of time.

4 Classifications of Time Budgeting

- _____ / _____
- _____ / _____
- _____ / _____
- _____ / _____

You have to remember that you won't always be able to stick to your time budget minute by minute or day by day, but do try to make it a _____.

Integration and Application:



Maximum Productivity

To make this system work most effectively:

To as much as you are able, don't let _____ control your time.

You have to get good at putting to-do items in the _____ the first time, and then just "read the recipe".

Make appointments with _____.

Value _____ time and the time of _____.

Forget the "_____"! It has to be a system that _____ will _____.

Until the pain of _____ the _____ is greater than the pain of _____, you won't!

Integration and Application:

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