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.

Integration and Application:
Maximum Productivity
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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