



We all have the same 24 hours in a day, so let's find out where you are spending your precious time. Once we have increased your awareness, you will learn the skills necessary to start making progress toward your goals and be IN CONTROL of your time!

What are your biggest "time sucks?" List them here, again without judgment. Remember that the first step in this course will always be awareness.

Technology: friend or foe of time management?

Real time communication:

Positive uses for me

Distracting uses for me

Multi-tasking *Every time you make a context switch, it costs you 11 minutes!!!*

Mental activity + Mental activity= Unproductive time (list the ones that drag you down)

Physical Activity+ Mental Activity=Enhanced productivity (list ways you can implement this type of multi-tasking)

The Eisenhower Principle

I have two kinds of problems: the URGENT and the IMPORTANT

		Urgent	Not Urgent
Important	Important	Manage and do	Plan and focus
	Not Important	Avoid/Delegate	Limit

Use this matrix as a worksheet

Categorize some of the tasks you do, or want to do

Tools and Techniques to take control of your time:

1. Implement the Eisenhower principle every day and for every task (complete the table above and learn to use it!)
2. Replace Entertainment time
3. Daily Routine
4. Schedule Smart
5. Turn it off
6. Outsource and Delegate
7. Be intentional when you say yes

OWN YOUR TIME!!! Are you ready to get serious about your time?? Try this challenging and eye opening exercise that works in conjunction with Module 8 (Your Level of Activity).

Get a stopwatch (an actual stopwatch) and wear it around your neck or sit it next to you at your desk. Every time you are engaged in “Income Generating Activities” (Module 8), start the timer. Stop it as soon as you take a break from that activity, especially every time you are just distracted (by a phone notification, checking email, sending a quick text). Keep track of how much time you’ve been truly working, and how much time you’ve been distracted.

Do this for the whole day (or the duration of your work time). At the end of the day, take a look at your numbers. You may be surprised at how little time you actually spent engaged in productive, income generating work. Over time, you can use this technique to remind yourself to stay FOCUSED and increase the amount of time you spend working toward reaching your goals.