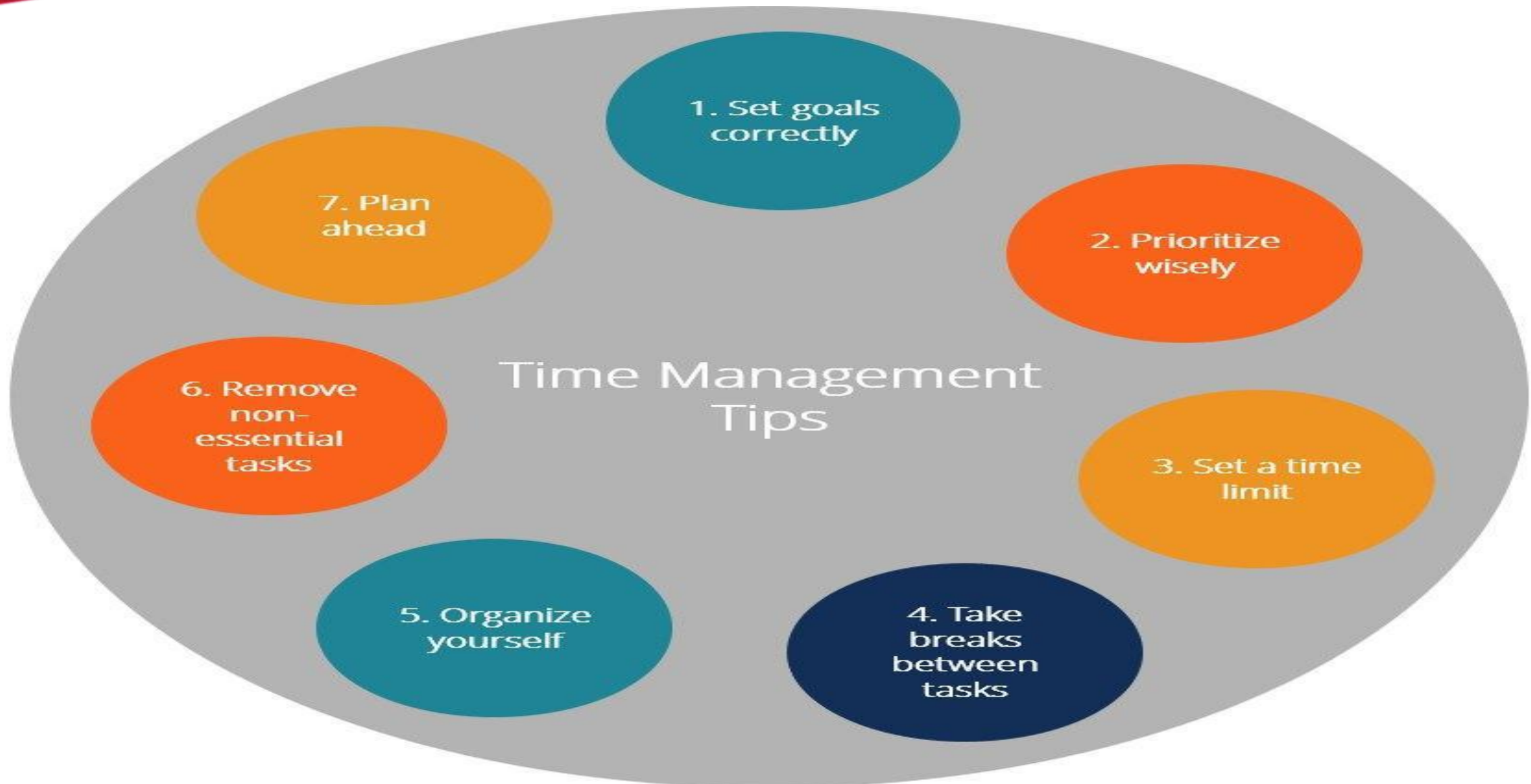


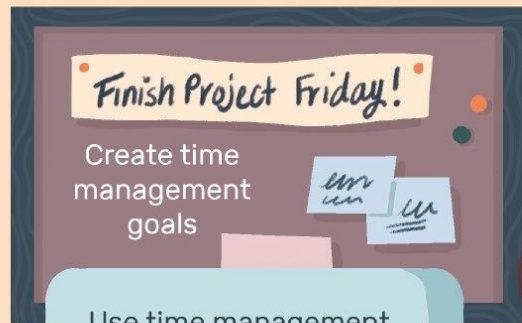


TIME MANAGEMENT





Quick Tips for Time Management



Use time management
apps/programs

Create time
management
goals

Finish Project Friday!



Set time limits
for tasks

Keep everything
organized





4 ELEMENTS OF TIME MANAGEMENT



TIME MANAGEMENT

EFFECTIVE ORGANIZING FOR YOUR BUSINESS



A SELF HELP STRESS MANAGEMENT GUIDE TO GOAL
SETTING, IMPROVING PRODUCTIVITY HABITS AND FOCUS

TIM KELLER & GARY BROWN

PICK TOP-3 TASKS

Focus on what's important by prioritizing the day before and planning what must be done before you leave your desk.

2

YOU CAN'T DO IT ALL YOURSELF

Remember to delegate and share the labor with your teammates to even the workflow, freeing you to work on what you're best at.

4

TIME MANAGEMENT TIPS

 PRIORITY MATRIX



RECORD YOUR CURRENT SCHEDULE

Figure out how you're currently using your time and what to improve.

30 minutes

at the start of
each day for
planning

Make a to-do list and
schedule your day.



DELEGATE SOME WORK

If you don't have to do everything by yourself, then don't! Figure out what other people can help you with.



BATCH SIMILAR TASKS

Cut down on time you waste transitioning between tasks by doing similar things at the same time. (like replying to e-mails)



USE "WAITING" TIME EFFECTIVELY

When you're doing things like riding public transit or sitting in a waiting room, use that time productively.



TURN TASKS INTO HABITS

Make things easier by turning work tasks into a regular routine



IGNORE phone calls and e-mails

Unless it's an emergency, leave your replies for later. Don't let yourself be needlessly interrupted.



MINIMIZE meeting times

More work gets done outside of meetings than in them.



BLOCK out social media

Reduce distractions. Don't open up social media until your work is done.

MANAGE

Short-Term Crises & Problems

1

IMPORTANT & URGENT

FOCUS

On Long-Term Strategic Goals

2

IMPORTANT BUT NOT URGENT

AVOID

Distractions & Interruptions

3

URGENT BUT NOT IMPORTANT

LIMIT

Time-Wasting Activities

4

NOT IMPORTANT & NOT URGENT



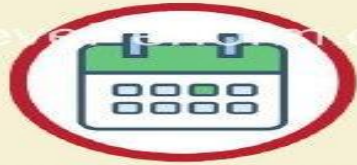
@BelievePHQ



16 TIME



MANAGEMENT TIPS FOR STUDENTS



**Create a
schedule**



**Make time
for yourself**



**Get yourself
in a routine**



**Write down
goals**



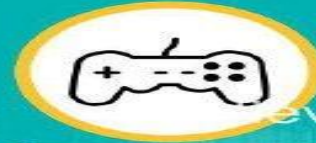
**Have scheduled
breaks**



**Avoid
procrastination**



**Stick to your
plan**



**Allow time for
fun activities**



**Make a
do list**



**Study in a
regular pattern**



**Work when
you are at
your best**



**Exercise to
relieve stress**



**Reward yourself
when you complete
something**



**Keep stress to
a minimum**



**Work a set
number of
hours a day**



**Don't panic
if you fall
behind**

business secrets
The experts tell all!

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Time Management Activities