The Time is Now Manage your time and be more productive

Are you always trying to catch up?

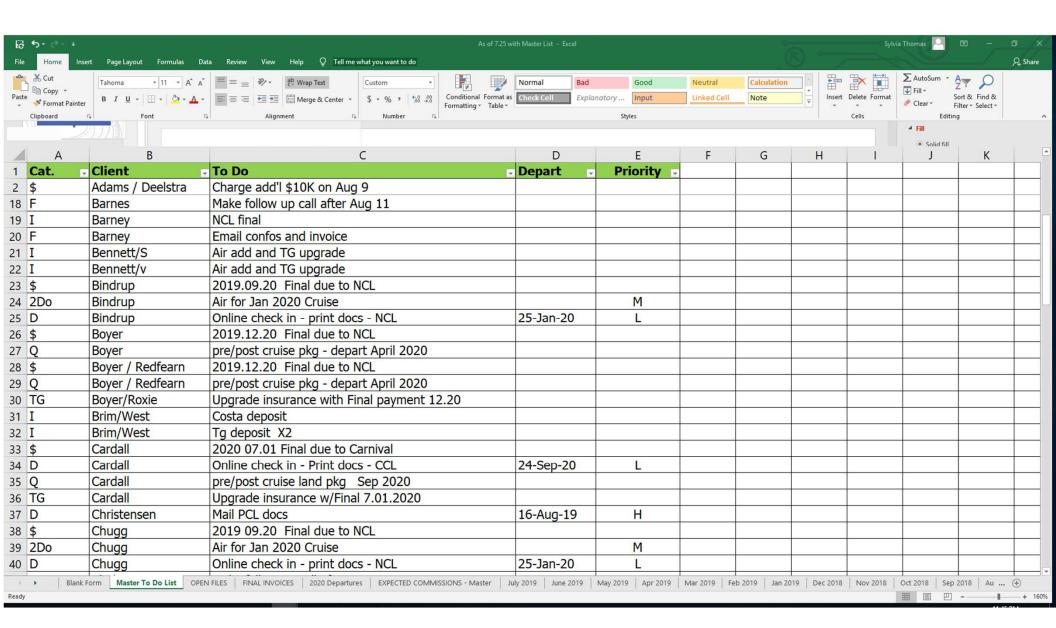


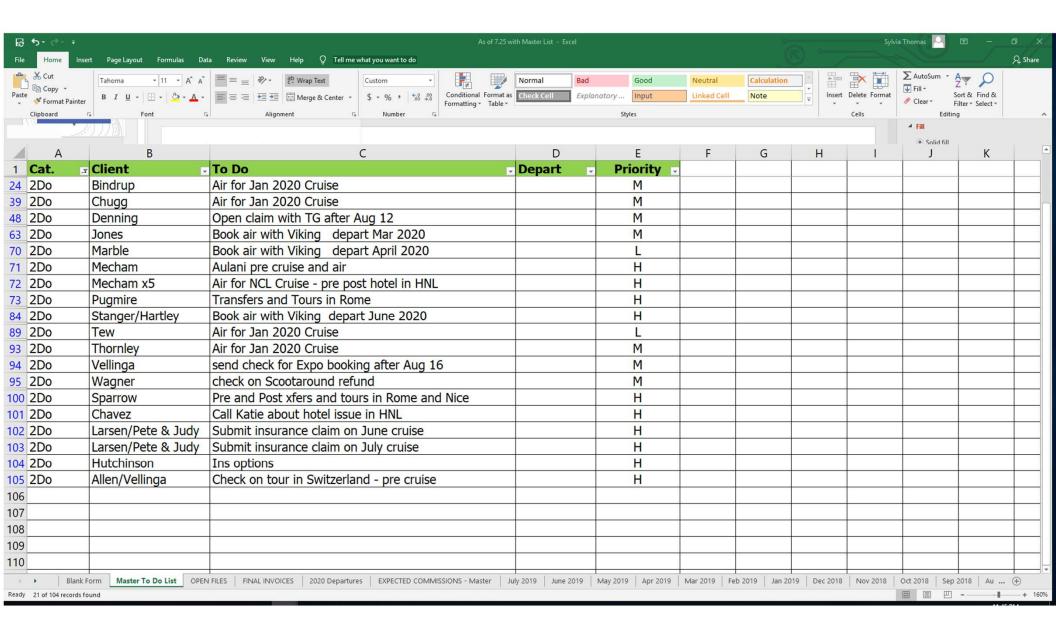
Make A Plan

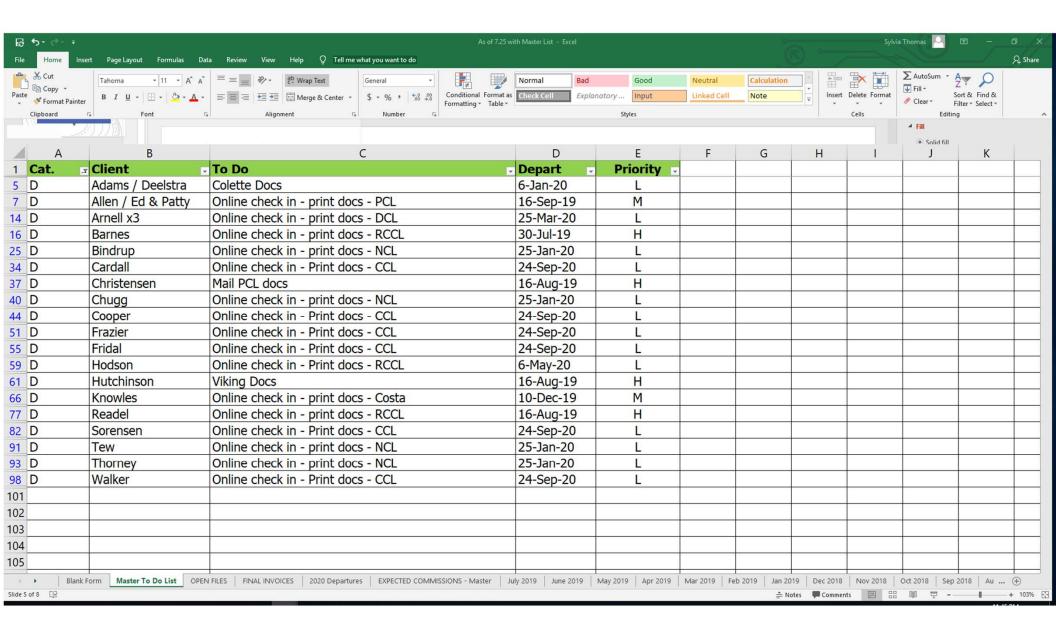
- Biological Prime Time
- •Allow for Interruptions
- Start tomorrow, today

Stay Focused

Prioritize - Master To Do List







Stay Focused

- Prioritize Master To Do List
- See it and Do It
- The 4 Ds of Task Lists

4 Ds of Task Lists

- Only you can do it. Follow the 2-minute rule (if can be done in 2 minutes, do it now)
- DEFER This is not creative procrastination! These are things you have to do, but don't have to do them immediately.
- DELEGATE Can someone else do this? If so,
 Give clear instructions
 Provide expected outcomes (deadlines)
 Get out of the way
- **DELETE** Ask two questions:

What deserves my time today? Who can manage without me?

Control Distractions

- Email
- Appointments
- Work Space