

The background features several thin, concentric circles in a light gray color, centered around the middle of the slide. Overlaid on this is a large blue speech bubble with a white border. The speech bubble has a rectangular body and a triangular tail pointing downwards. Inside the speech bubble, the text "The Time is Now" is written in a large, white, sans-serif font. Below this, the subtitle "Manage your time and be more productive" is written in a smaller, black, sans-serif font.

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**

As of 7.25 with Master List - Excel

Sylvia Thomas

File Home Insert Page Layout Formulas Data Review View Help Tell me what you want to do

Clipboard Font Alignment Number Styles Cells Editing

Normal Bad Good Neutral Calculation Check Cell Explanatory... Input Linked Cell Note

	A	B	C	D	E	F	G	H	I	J	K
1	Cat.	Client	To Do	Depart	Priority						
2	\$	Adams / Deelstra	Charge add'l \$10K on Aug 9								
18	F	Barnes	Make follow up call after Aug 11								
19	I	Barney	NCL final								
20	F	Barney	Email confos and invoice								
21	I	Bennett/S	Air add and TG upgrade								
22	I	Bennett/v	Air add and TG upgrade								
23	\$	Bindrup	2019.09.20 Final due to NCL								
24	2Do	Bindrup	Air for Jan 2020 Cruise		M						
25	D	Bindrup	Online check in - print docs - NCL	25-Jan-20	L						
26	\$	Boyer	2019.12.20 Final due to NCL								
27	Q	Boyer	pre/post cruise pkg - depart April 2020								
28	\$	Boyer / Redfearn	2019.12.20 Final due to NCL								
29	Q	Boyer / Redfearn	pre/post cruise pkg - depart April 2020								
30	TG	Boyer/Roxie	Upgrade insurance with Final payment 12.20								
31	I	Brim/West	Costa deposit								
32	I	Brim/West	Tg deposit X2								
33	\$	Cardall	2020 07.01 Final due to Carnival								
34	D	Cardall	Online check in - Print docs - CCL	24-Sep-20	L						
35	Q	Cardall	pre/post cruise land pkg Sep 2020								
36	TG	Cardall	Upgrade insurance w/Final 7.01.2020								
37	D	Christensen	Mail PCL docs	16-Aug-19	H						
38	\$	Chugg	2019 09.20 Final due to NCL								
39	2Do	Chugg	Air for Jan 2020 Cruise		M						
40	D	Chugg	Online check in - print docs - NCL	25-Jan-20	L						

Blank Form Master To Do List OPEN FILES FINAL INVOICES 2020 Departures EXPECTED COMMISSIONS - Master July 2019 June 2019 May 2019 Apr 2019 Mar 2019 Feb 2019 Jan 2019 Dec 2018 Nov 2018 Oct 2018 Sep 2018 Au ...

Ready 160%

As of 7.25 with Master List - Excel

Sylvia Thomas

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Font

Wrap Text

Alignment

General

\$ % ' 0.00 0.00

Number

Normal

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Good

Neutral

Calculation

Check Cell

Explanatory...

Input

Linked Cell

Note

Conditional Formatting

Format as Table

Styles

Insert

Delete

Format

AutoSum

Fill

Clear

Sort & Find & Filter

Cells

Editing

	A	B	C	D	E	F	G	H	I	J	K
1	Cat.	Client	To Do	Depart	Priority						
5	D	Adams / Deelstra	Colette Docs	6-Jan-20	L						
7	D	Allen / Ed & Patty	Online check in - print docs - PCL	16-Sep-19	M						
14	D	Arnell x3	Online check in - print docs - DCL	25-Mar-20	L						
16	D	Barnes	Online check in - print docs - RCCL	30-Jul-19	H						
25	D	Bindrup	Online check in - print docs - NCL	25-Jan-20	L						
34	D	Cardall	Online check in - Print docs - CCL	24-Sep-20	L						
37	D	Christensen	Mail PCL docs	16-Aug-19	H						
40	D	Chugg	Online check in - print docs - NCL	25-Jan-20	L						
44	D	Cooper	Online check in - Print docs - CCL	24-Sep-20	L						
51	D	Frazier	Online check in - Print docs - CCL	24-Sep-20	L						
55	D	Fridal	Online check in - Print docs - CCL	24-Sep-20	L						
59	D	Hodson	Online check in - Print docs - RCCL	6-May-20	L						
61	D	Hutchinson	Viking Docs	16-Aug-19	H						
66	D	Knowles	Online check in - print docs - Costa	10-Dec-19	M						
77	D	Readel	Online check in - print docs - RCCL	16-Aug-19	H						
82	D	Sorensen	Online check in - Print docs - CCL	24-Sep-20	L						
91	D	Tew	Online check in - print docs - NCL	25-Jan-20	L						
93	D	Thorney	Online check in - print docs - NCL	25-Jan-20	L						
98	D	Walker	Online check in - Print docs - CCL	24-Sep-20	L						
101											
102											
103											
104											
105											

Blank FormMaster To Do List

OPEN FILES

FINAL INVOICES

2020 Departures

EXPECTED COMMISSIONS - Master

July 2019

June 2019

May 2019

Apr 2019

Mar 2019

Feb 2019

Jan 2019

Dec 2018

Nov 2018

Oct 2018

Sep 2018

Au ...

Slide 5 of 8

NotesComments

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Stay Focused

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

4 Ds of Task Lists

- **DO** 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