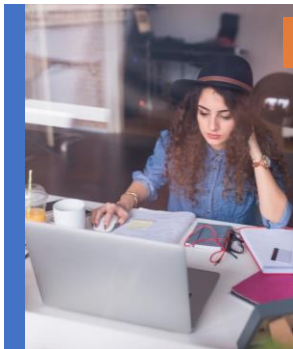




Time Management



1



VIRTUAL LEARNING KEYS

- Please Participate
- Using Chat and Off Mute
- Reference Materials
- Work Hard, Have Fun!

2





AGENDA

1. Discuss Time Management Fundamentals
2. Apply Prioritization to Your Business
3. Review Time Blocking Keys

3



TIME MANAGEMENT FUNDAMENTALS

Setting Goals	Getting More Done	Plan in Advance
Keep a To Do List	Planning for Holes	Priority Quadrants
Finish Fridays	Manage Messages	Time Block

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SMART GOALS

Specific: States exactly what you will do with action words

Measurable: Uses metrics and provides numbers, results or percentages

Achievable: Within your world and realistic

Relevant: Makes sense and part of the Bigger Picture

Time-Bound: Date to the Finish Line



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SMART GOAL CHECK

Specific	Measurable	Achievable	Relevant	Time-Bound
What exactly will I be doing?	How will I know it's completed?	Is it in my power to do it?	Is it realistic that I can achieve it?	When exactly should it be finished?



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GETTING MORE DONE



- How Our Brains Think about Work
- Get Control of 'Stuff'
- Brain Dump
- Four Choices of Action

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PLAN IN ADANCE

- Last 30 Minutes of the Day
- Spend Time the Night Before
- Set Time at the Beginning of the Day

Finish your Day by inputting your CRM Notes and checking on Key Items for the Following Day



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KEEP A TO DO LIST



- Short and Long-Term
- Business and Personal
- Break into Halves
- Update Continuously
- Scoring
- Set Realistic Goals
- AM vs. PM Person

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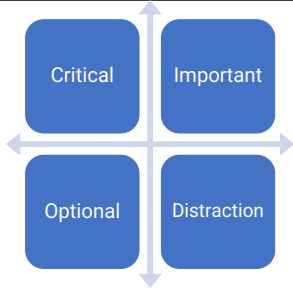
PLANNING FOR HOLES

What can you do with 15 minutes of unexpected free time?



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PRIORITY QUADRANTS



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FINISH FRIDAYS

- Complete Weekly Goals
- Learn Something New
- Make Additional Prospect Calls
- Follow Up With Key Clients
- Send Thank You Notes



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BENEFITS OF TIME BLOCKING

- Speed:**
Focusing on one thing at a time will enable you to get things done more quickly
- Improvement:**
Attention to the process will help you self-assess in real time
- Distractions:**
If you are serious about the time block, you can really cut down on distractions
- Energy:**
You can set your time blocks when you know you will be the most focused and energized
- Examples:**
Planning, Coaching, Office Hours, Business Challenges, and Leadership Development



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TIME BLOCK EXAMPLE

Time	Monday	Tuesday	Wed	Thursday	Friday
8:00	Start Early	Start Early	Start Early	Start Early	Start Early
9:00	Early Wins	Early Wins	Early Wins	Early Wins	Early Wins
10:00	Time Block	Appts	Time Block	Appts	Appts
11:00	Appts	Appts	Appts	Appts	Appts
12:00	Admin	Admin	Admin	Admin	Admin
1:00	Appts	Time Block	Appts	Time Block	Ref. Source
2:00	Appts	Appts	Appts	Time Block	Time Block
3:00	Time Block	Prospect	Time Block	Prospect	Time Block
4:00	Time Block	Prospect	Time Block	Prospect	Learn
5:00	Prep for Tues	Wed Prep	TH Prep	Fri Prep	Mon Prep

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ITEMS COVERED TODAY

1. Discuss Time Management Fundamentals
2. Apply Prioritization to Your Business
3. Review Time Blocking Keys



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Corporate Membership

Compensation

Compliance

Background Screening

Recruiting & Talent Acquisition

HR Consulting

Training

Leadership Development



Missouri

12851 Manchester Road
Suite 150
St. Louis, MO 63131

Indiana

450 E. 96th Street
Suite 500
Indianapolis, IN 46240

Florida

43 Skyline Drive
Suite 1001
Lake Mary, FL 32746

Illinois

300 Hamilton Blvd
Suite L110
Peoria, IL 61602