

### TIME MANAGEMENT

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### BASICS

### STEVE SHAW UNIVERSITY







TIME MANAGMENT BASICS

## **BENEFITS OF PROPER TIME MGMT**

1.			
2.			
3.	 	 	
4.			
5.			
6.	 	 	 
7.			
8.			



## **POOR TIME MANAGEMENT**

1.		
2.		
3.	 	 
4.		
5.		
6.	 	 
7.		



## LIST DAILY TASKS

<u>1.</u>	 11.	
2.	12.	
3.	13.	
4.	14.	
5.	15.	
6.	16.	
	17.	
8.	18.	
	19.	
10.	20.	



## **SMART GOALS**

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т		



# PASS | FAIL

# YES | NO

# TODAY | OTHER DAY



### **GO BACK TO TASK PAGE**



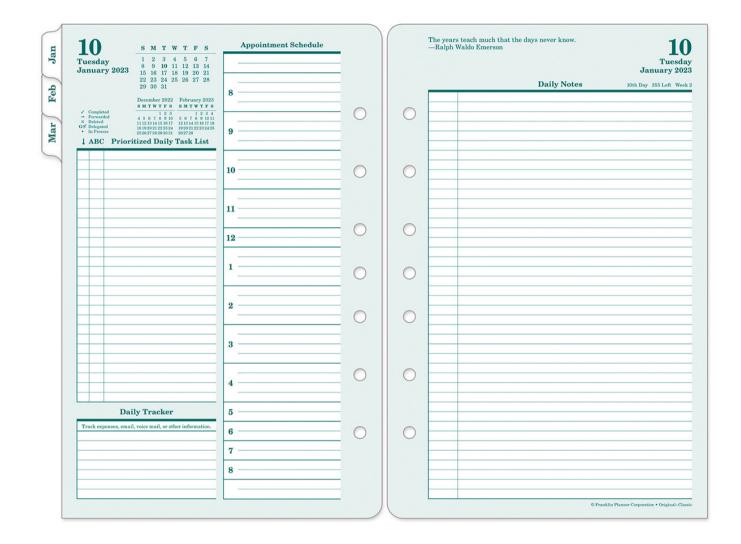
### THE ITEMS YOU WILL COMPLETE TODAY MUST HAVE TO DEFINITELY



TIME MANAGMENT BASICS

#### MOVE ALL OTHER TASKS TO A FUTURE DAY DATE





# TIME MANAGEMENT STRATEGY

#### **1. PREPARE FOR EACH DAY**

#### 2. CREATE SCHEDULE OF RE-OCCURRING TASKS

#### 3. ORGANIZE PHONE / VMAIL & EMAIL TASKS

#### **4. REMOVE OR LIMIT INTERNET**

#### 5. TOUCH EACH PAPER 1 TIME

#### 6. CHALLENGE HARDEST TASKS FIRST



# TIME MANAGEMENT STRATEGY

#### 7. PLAN ME TIME

#### **8.** MOVE NON ESSENTIAL TASKS TO OTHER DATE OR DELETE

#### 9. SET SMART GOALS

#### **10. DREAM & VISUALIZE FUTURE**

#### **OTHER**



# NOTES

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ADVANCED DRIVEWAY SALES ADDITIONAL SERVICES - ALA CARTE

# CONTACT

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