



120

**TIME MANAGEMENT
BASICS**

STEVE SHAW UNIVERSITY

esqu



BENEFITS OF PROPER TIME MGMT

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2.

3.

4.

5.

6.

7.

8.



POOR TIME MANAGEMENT

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LIST DAILY TASKS

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10.

11.

12.

13.

14.

15.

16.

17.

18.

19.

20.



SMART GOALS

S

M

A

R

T



PASS | FAIL

YES | NO

TODAY | OTHER DAY



GO BACK TO TASK PAGE



Y

1



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

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



CONTACT

www.steveshawuniversity.com

(424) 237-4973

Steve@SteveShawTraining.com

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