

TIME MANAGEMENT

R

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.			
8.			



LIST DAILY TASKS

1.	 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



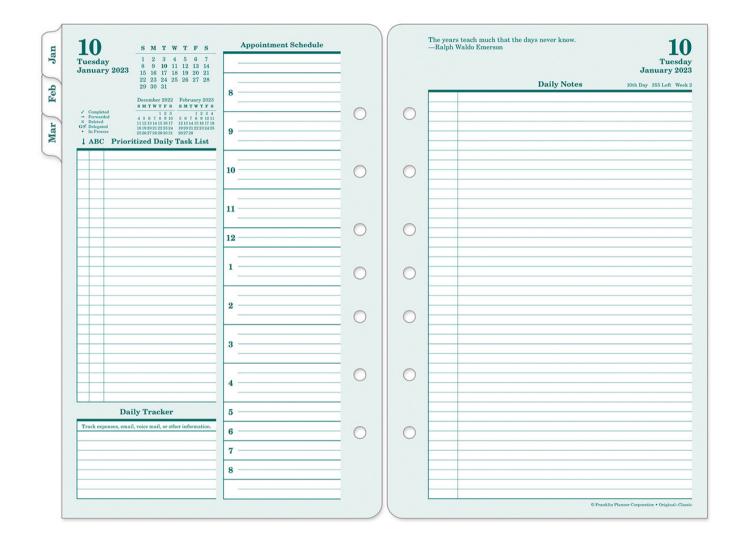
THE ITEMS YOU WILL COMPLETE TODAY MUST HAVE TO DEFINITELY



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

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