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Denise Horan
Presents

“Beat the Clock”
Time Management for
Busy Professionals

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“Procrastination is opportunity’s natural assassin.”

- Victor Kiam



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Why Is Time Management So Important?

- Working smarter not harder
- Managing your workflow
- Achieving your business and personal goals
- Alleviating stress



“You will never find time for anything. If you want time you must make it.”

-Charles Buxton

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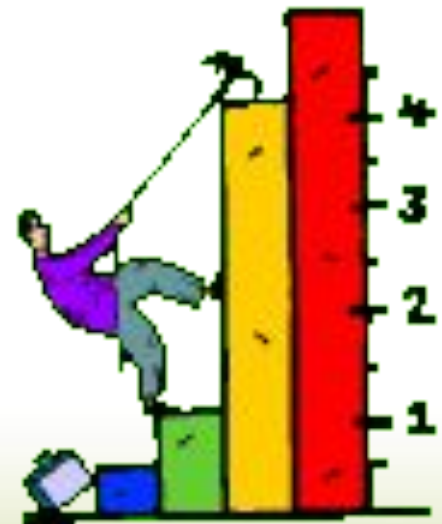
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Tips For Working Smarter

- Know your long-term goals
- Have a clear understanding of what is expected of you
- Plan your short-term goals – annually, quarterly, monthly
- Plan your week
- Schedule all productive activities as high priority

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Tips For Working Smarter

- Schedule everything else you must do – personal and business
- Leave some time for “urgent issues” each day
- Follow your schedule
- Do not over schedule
- Look ahead



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Foundation Of Maximizing Your Time

“Our fatigue is often caused not by work, but by worry, frustration and resentment.”

- Dale Carnegie

- Organizational skills
- Balance
- Focus on goals and expectations
- Look at the big picture



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Assessing Your Time And Activities

“Let all your things have their places;
let each part of your business have its time.”

- Ben Franklin

- Revenue generating or productive activities
- Non-revenue producing or less productive activities

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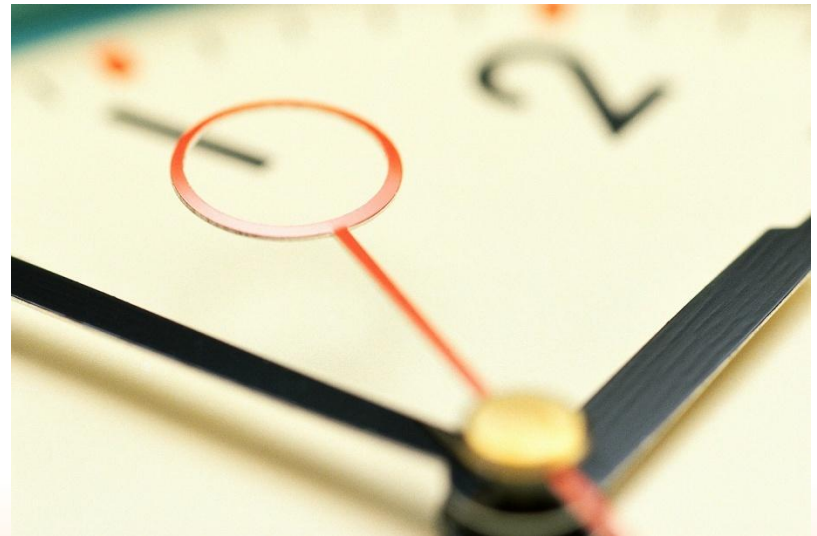
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Individual Exercise

Do you know your time wasters?

List 3-5 time wasters.

How will you minimize them
or eliminate them?



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Other Activities

“Do not squander time, for that is the stuff life is made of.”

- Benjamin Franklin

- Administrative work
- Home and family
- Flexibility for fun and personal time



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Group Activity

“Managing time, managing you.”

1. Take out a piece of paper and write down two things you would like to accomplish next week.
2. Next, write down why you need to succeed in accomplishing those two things.
3. Write down what you will do to achieve the goal.
4. Note any obstacles you foresee.
5. Discuss with your group their thoughts on how can use your time wisely and eliminate or minimize obstacles.



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Tools For Time Management

“Take all the swift advantage of the hours.”
- William Shakespeare

- Voicemail
- E-mail
- CRM Software
- Planners
- Interns
- Administrative assistants



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Time Management

“If we all did the things we were capable of doing, we would literally astound ourselves.”

- Thomas Edison



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Time Management

Review: Key Factors for Time Management

- Vision & Goals
- Clear Expectations
- Focused on Priorities
- Schedule Key Activities
- Organized
- Balanced



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Time Management

Rate yourself using the following:

E – Excellent

G – Good

A – Average

N – Needs Improvement

- Understanding what is expected of you
- Prioritizing
- Scheduling
- Organization
- Staying focused

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Time Management

Dealing with an overload:

- Write a list
- Prioritize the list
- Organize yourself
- Schedule key activities
- Focus
- Communicate



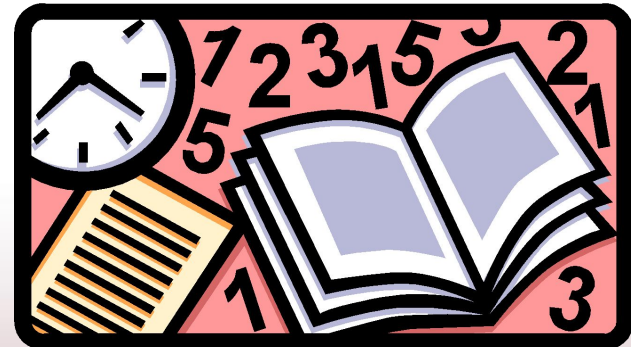
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Summary

Time Management is about managing yourself first.

- Set goals
- Prioritize
- Plan your work flow
- Schedule activities
- Get organized



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Time Management

“Know the true value of time. Snatch, seize and enjoy every moment of it. No idleness, no laziness, no procrastination. Never put off till tomorrow what you can do today.” - Lord Chesterfield

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