

80

TIME MANAGEMENT

BASICS

STEVE SHAW UNIVERSITY







## BENEFITS OF PROPER TIME MGMT

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



## POOR TIME MANAGEMENT

1.		
		_
2.		_
3.		_
4.		
5.		_
<b>5.</b>		_
6.		_
7.		_
8.		



## LIST DAILY TASKS

1.	11.	
2.	12.	
3.	13.	
4.	14.	
	15.	
6.	16.	
7.	17.	
8.	18.	
9.	19.	
10.	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




10 Tuesday	Appointment Schedule		The —Ra	years teach much that the days never know. alph Waldo Emerson	Tuesda January 202
22 23 24 25 26 27 28 29 30 31 December 2022 February 2023	8			Daily Notes	10th Day 355 Left Week
SMTWTF 8 SMTWTF 8	9	0			
	10	0			
	11				
	12	0			
	1	0			
	2				
	3				
	4	0			
Daily Tracker	5 —	-			
Track expenses, email, voice mail, or other information.	6	0			
	7				
	8				
				or	ranklin Planner Corporation • Original-



## 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

<b>7.</b>	PLAN ME TIME
8.	MOVE NON ESSENTIAL TASKS TO OTHER DATE OR DELETE
9.	SET SMART GOALS
10.	DREAM & VISUALIZE FUTURE
01	ΓHER



## NOTES



### CONTACT

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