

Be Great in 2008

It's a new year and a fresh start! Are you charged up to make 2008 GREAT? Have you set your goals? Do you have a plan on how you will accomplish them?

Setting goals is the easy part, the real work is making them happen! Did you know that one of the top reasons people don't reach their goals is due to poor time management!

Today, we'll talk about some time strategies and we'll leave you with tools to help you be great in 2008.

Did You Know?

- One hour of planning will save 10 hours of doing.
- Nine out of 10 people daydream in meetings.
- The average person gets one interruption every eight minutes, or approximately seven an hour, or 50-60 per day. The average interruption takes five minutes, totaling about four hours, or 50% of the average workday. 80% of those interruptions are typically rated as "little value" or "no value" creating approximately three hours of wasted time per day.
- In the last 20 years, working time has increased by 15% and leisure time has decreased by 33%.
- Taking five minutes per day, five days per week to improve one's job will create 1,200 little improvements to a job over a five-year period.
- A person who works with a "messy" or cluttered desk spends, on average, 1-1/2 hours per day looking for things or being distracted by things, or approximately 7-1/2 hours per workweek. "Out of sight; out of mind." When it's in sight, it's in mind.

*Dr. Donald E. Wetmore
Productivity Institute*



Time Strategies

1 Time management is an issue of integrity!

- a. Any time you move away from the standards you set for yourself either through action, reaction or non action, you are out of integrity with yourself.
- b. Next time you are having an issue with a task, ask yourself a simple question. Am I “in integrity” with myself by ignoring this item.

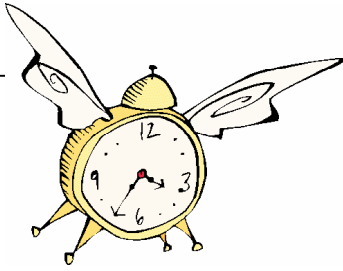
2 Know how you spend your time.

- a. Record what you do for 5 days.
- b. Analyze where your time goes.
- c. Discover your time robbers.

3 Focus on what's important

- a. Income producing activity vs. non-income producing activity.

Income Producing Activity	Non-Income Producing Activity



Today

IP **NIP**

6:00a _____



7:00a _____



8:00a _____



9:00a _____



10:00a _____



11:00a _____



12:00p _____



1:00p _____



2:00p _____



3:00p _____



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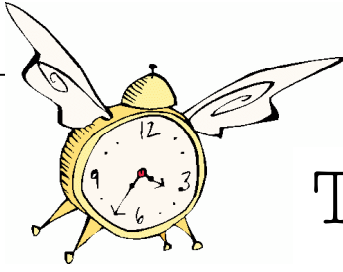
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“Just because something is urgent doesn’t mean it’s important. Important activities are those that help you achieve your goals.”



Time Strategies

4 Schedule & Plan

- a. Group like activities together.
- b. Do important tasks when you are at your personal best.
- c. Plan for tomorrow.

5 Know your TIME strengths and weaknesses. What are your time habits?

- a. If you know what your weaknesses are, you will be able to manage your time robbers.

Call to Action

- 1) Assess your time habits' strengths and weaknesses with the **Online Time Mastery Profile**. Laser in on the areas for greatest return on improvement. Focus on improving 12 areas of time mastery:

Attitudes	Scheduling	Delegation
Goals	Interruptions	Procrastination
Priorities	Meetings	Team Time
Analyzing	Written	
Planning	Communication	

- Time Mastery Profile: \$30 includes tax. Mention this webinar and receive 10% discount.
 - Contact Sarah to purchase an access code to log into your online profile at 808-224-6694 or sarah@think-training.com
- 2) If you need a total time management makeover, contact Priacts: Total, Relaxed, Organization at www.priacta.com. You will receive 10% off all of their products if you enter discount code: THINKNOW

Bonus Strategy