



120

**TIME MANAGEMENT
BASICS**

STEVE SHAW UNIVERSITY

esv



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.	
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





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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