



Time Management Seminar

May 21, 2009

CLARITY THROUGH EFFICIENCY

Time Management –

Pareto's Principle –

Needle Movers –

Lesson #1: Write down your SMART goals. All of them.

Specific
Measurable
Attainable
Relevant
Time-oriented

Write down one SMART goal. It can be for business, personal, physical, spiritual, family, or friends – any area of your life.

Lesson #2: Plan and schedule your activities based on your goals.

Tips to Scheduling:

- 1) Always schedule more time than you think you'll need to allow for interruptions.
- 2) Schedule not only your business activities but time with family, friends & yourself.
- 3) Put yourself first. We tend to have more respect for other people's time than we do our own.
- 4) Prioritize what's important to you. We can't do everything.
- 5) Get an accountability partner for support and to help you stay on track.

HW Assignment due by next month's Biz-e-Chicks meeting:

- 1) Make an appointment with yourself to write or review your goals.
- 2) Get an accountability partner and schedule recurring appointments to talk.
- 3) Schedule weekly review time to make sure you are staying on track with your goals.