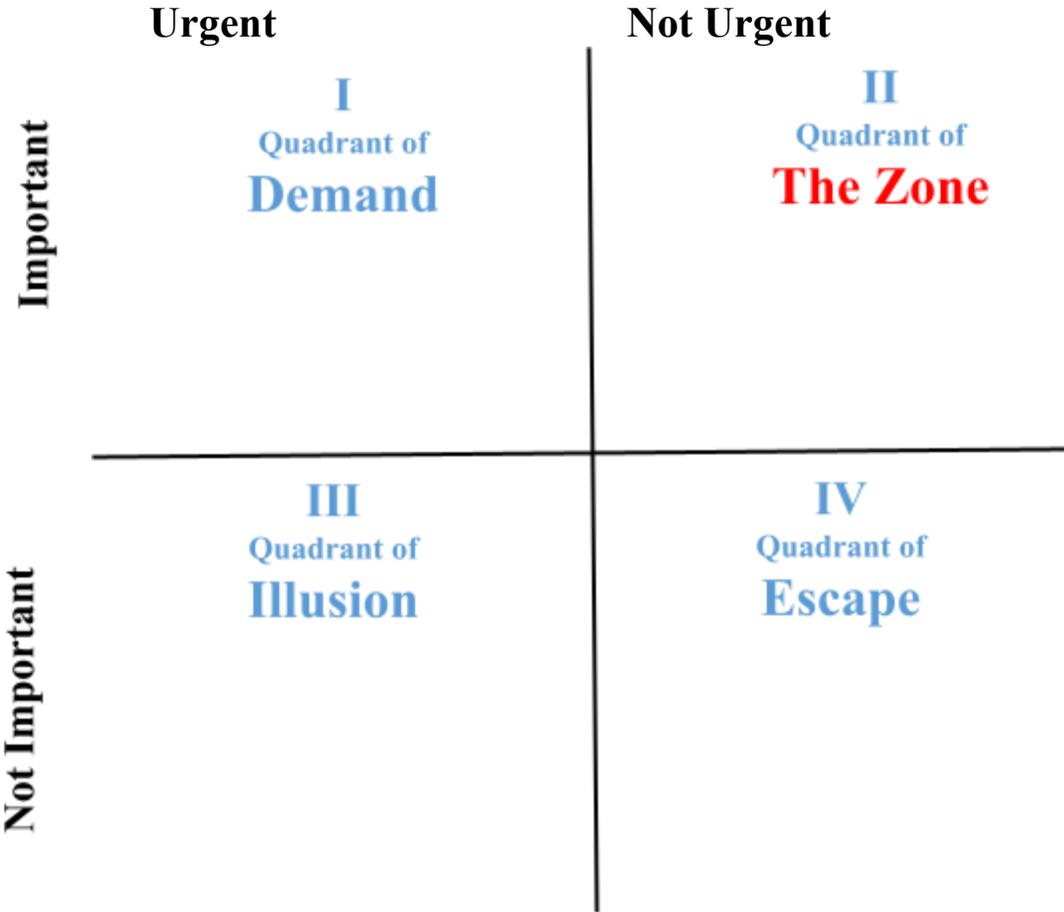


Time Management – Wrangling Order from Chaos! – Short Course

- Prioritizing – What is important, and what is urgent?
 - Important: _____; _____, _____, or _____.
 - Urgent: _____, _____, _____, _____.
 - When crossing off items on the list, at the end of the day, which ones helped you get closer to your main goal, and further down the path?

Tyranny!

We have a Punnett square (a diagram that is used to explain or predict an outcome when two concepts are crossed. So, we’re going to take two concepts that are often the culprits of creating chaos in our lives: Important things and Urgent things.





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When we spend too much time in quadrant I, the Quadrant of _____, we become _____ and _____ and make a beeline to Quadrant IV to _____. We spend too much time there and have to dive right back into Quadrant I.

Another trap is allowing those who operate in Quadrant I for one reason or another, to pull you into their crazy and distract you from where you want to be.

Don't let someone else's lack of _____ make their _____ things become an _____ for you!

Know your _____, your major goals, what I call the "compelling yes" in your life, so you don't end up trapped in the Quadrant of _____, ticking at task list items that make no real impact on your short-term and long-term goals.

What is Your Compelling Yes?

We often don't know how to say no to people or things because we haven't defined the compelling yes in our lives.

Identify the "yes" in your life that well up inside you. When you focus on those, saying no is not only much easier, it is not a negative thing in your life.

What are your:

Big Stones?

Sand?

Pebbles?



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Tips:

Time Blocking: the process of arranging your tasks, assignments, or chores into the hours of a day or week to achieve maximum productivity. It's the difference between being productive vs. reactive - operating in Quadrant II: The Zone!

Create a Master Schedule: Take a look at your week and time block to work on projects, meetings, and planning. This will help provide a structure to keep on track and meet due dates. Use a planner (electric or otherwise) and color code each block so you can follow the schedule quickly and easily.

Eliminate Distractions: When you're hitting a time block, turn off your phone, put it on silent, put it in a drawer. Close tabs that have social media accounts (unless that's your time block). You have voice mail for a reason, and you're trying to avoid the Quadrant of Illusion.

Work on one thing at a time: multitasking can actually waste time because of the time it takes to task switch and get back into concentration mode. Splitting attention between more than one task is not an effective way to learn. Focusing on one task will help you complete it more efficiently and effectively.

Set goals for each session: How many people are you going to call? How many client notes are you going to finish? How much research are you looking to do?

Work in bursts: For every 45-60 minutes of work, schedule a 5-10 minute break to recharge. Focusing too long can actually cause your mind to wander more. Grab a snack, stretch, walk around, etc.

Find your optimal working period: Some people can hammer out work first thing in the morning, some people's sweet spot is mid-day, some in the evening. Find your stride, and as much as possible, schedule your "big rock" times for then.

Sleep is glorious - get plenty of it. It is the ultimate recharger for your mind and body. Use your time blocking schedule to mark off sleep times and follow a routine. You will have the energy to actually accomplish all that you set out to do!

Know what drives you. **Be A Boss, Expand Your Empire, Leave A Legacy**

I coach on focusing your goals, leveraging your resources, knowing your boundaries, and laying out your path. My goal is to see you beat the odds and see you succeed – I help unfold the dream, vision, and calling that's residing inside of you.



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