

Maximum Productivity

Time Management



Presented by: Randy Anderson of E3 Professional Trainers

- Eliminate _____ - _____!
- Getting organized Is NOT an _____!
- Use a personal _____ / _____ tool.
- Plan ahead - This will allow you to be _____ instead of _____.
- Master the idea of _____ or _____.

Application and Integration:

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Randy Anderson, CSP | e3professionaltrainers.com | 806-787-3474

Maximum Productivity

Priority Management - Continued



- Systemize _____.
- _____ things that someone else can do.
- As often as possible, invest your time on the most _____ or most _____ task from a _____ - _____ perspective.
- Work to reduce _____!
- _____ to things you don't have to do that don't help you achieve or maintain your core values.

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Time Budgeting



You can't really _____ time...you can only manage the _____ of time.

4 Classifications of Time Budgeting

- _____ - _____ / _____
- _____ / _____
- _____ - _____ / _____
- _____ / _____

You have to remember that you won't always be able to stick to your time budget minute by minute or day by day, but try to make it a _____.

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Priority Management - Continued



To make this system work most effectively:

To as much as you are able, don't let _____ control your time.

You have to get good at putting to-do items in the _____ the first time, and then just "read the recipe."

Make appointments with _____.

Value _____ time and _____ time.

Forget the "_____!" It has to be a system that _____ will _____.

Until the pain of _____ the _____ is greater than the pain of _____, you won't change. Dr. Henry Cloud

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