## Maximum Productivity Time Management



Presented by: Randy Anderson of E3 Professional Trainers

• Eliminate!	
Getting organized Is NOT an!	
• Use a personal/	tool.
<ul> <li>Plan ahead - This will allow you to be</li> </ul>	_ instead of
Master the idea of or	
Application and Integration:	

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## Maximum Productivity Priority Management - Continued

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•	things that someone else can do.

Systemize \_\_\_\_\_\_

- As often as possible, invest your time on the most \_\_\_\_\_\_ or most \_\_\_\_\_\_ or most \_\_\_\_\_\_ respective.
- Work to reduce \_\_\_\_\_!
- \_\_\_\_\_\_ to things you don't have to do that don't help you achieve or maintain your core values.

Application and Integration:

Randy Anderson, CSP

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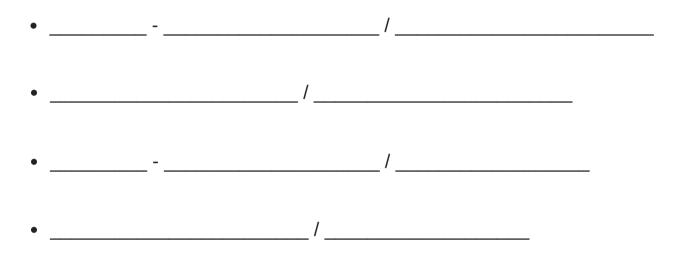
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# Maximum Productivity Time Budgeting

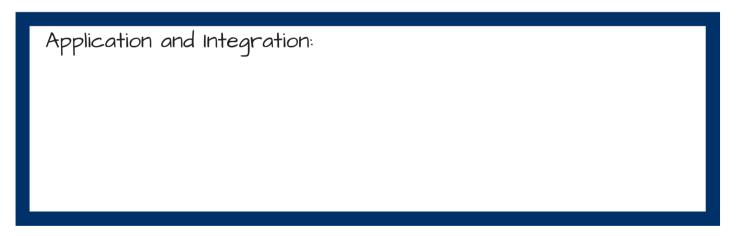


You can't really \_\_\_\_\_\_ time...you can only manage the \_\_\_\_\_\_ of time.

#### **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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To make this system work most effectively	/:	
To as much as you are able, don't let	contr	ol your time.
You have to get good at putting to-do items	s in the	the
first time, and then just "read the recipe."		
Make appointments with		
Value time and	time.	
Forget the "!" It has to be	e a system that	will
Until the pain of	the is greate	r than the
pain of, y	ou won't change. Dr. He	nry Cloud
Application and Integration:		

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