



Time Management

Disclosures:
Craig N. Piso is founder and President



Isaac Newton's First Law of Motion:

“An object at rest stays at rest and an object in motion stays in motion with the same speed and in the same direction unless acted upon by an unbalanced force.”



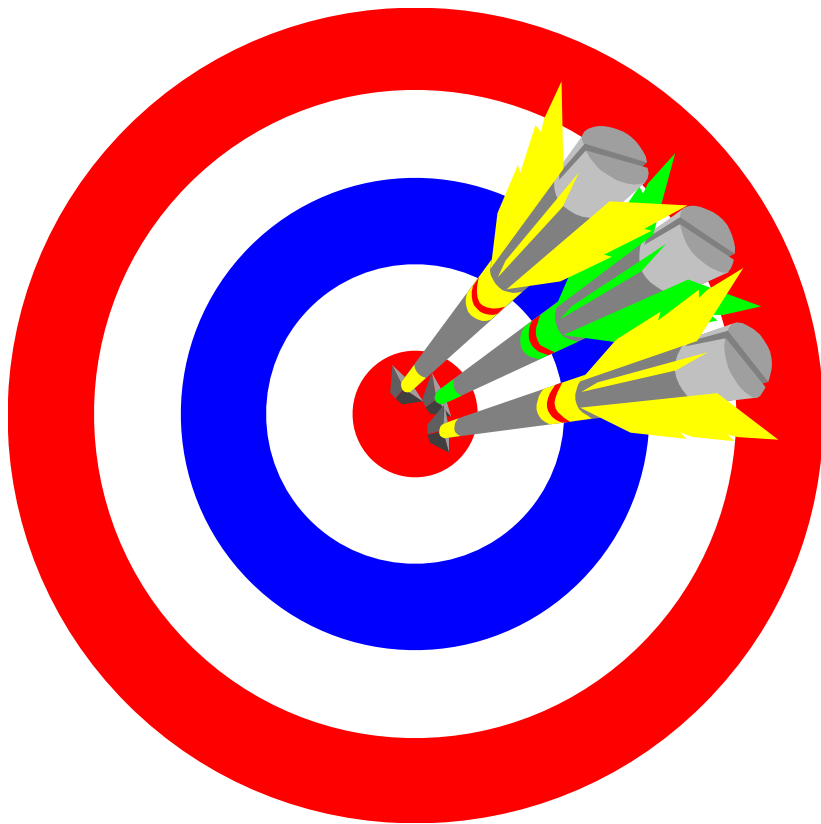
Put First Things First



- *If there is one message to glean from this wisdom, it is that a meaningful life is not a matter of speed or efficiency. It's much more a matter of what you do and why you do it, than how fast you get it done.*

Stephen R. Covey

Planning for Success



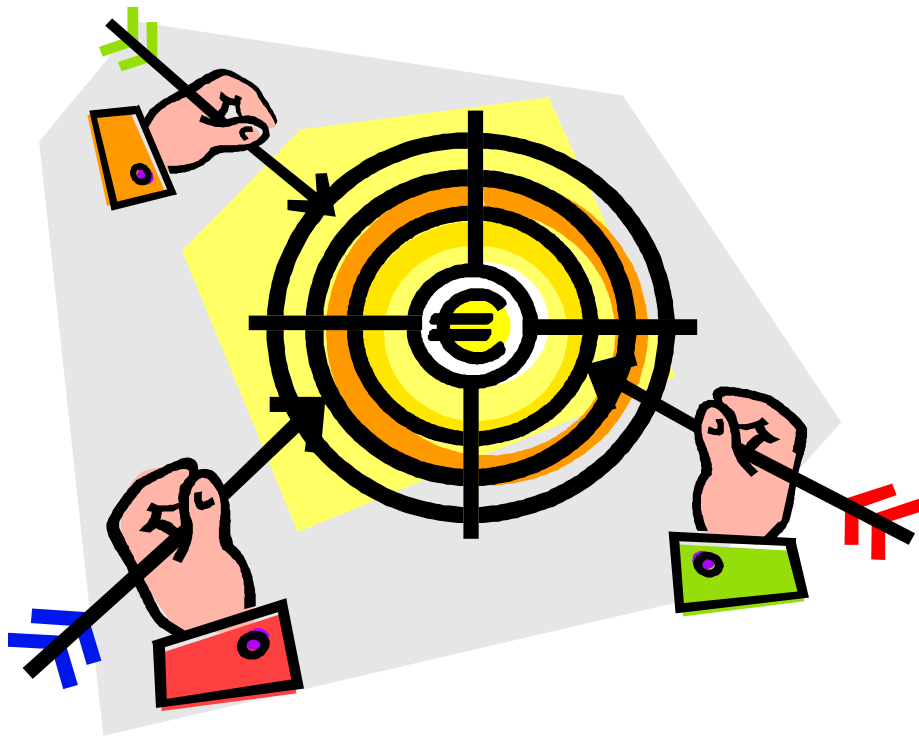
- Visualize results
- Mental rehearsal = achievement
- Short- & long-term planning
- Hope & energy relationship

Be Proactive



- Internal control
- Be the wind, not a weather vane
- Independent spirit
- Power/Responsibility
- Lead change & drive results

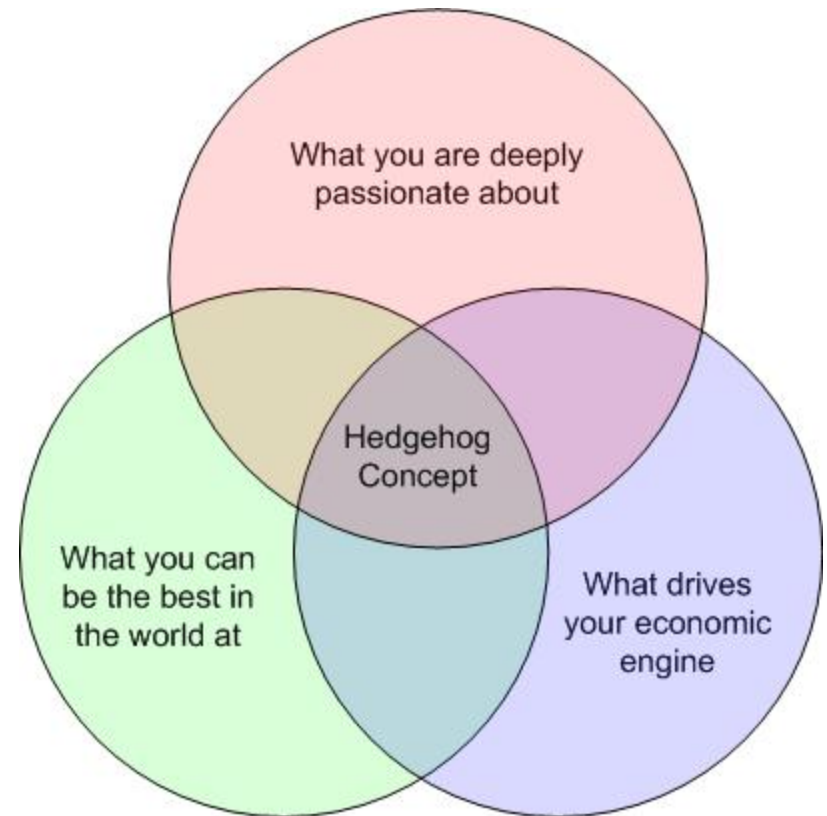
What You Focus Upon Tends To Expand



- Visualize goals
– stay focused
- Persevere –
be resilient
- Importance &
Confidence!

Power of Focus

- Intersection of 3 Circles:
The Hedgehog Concept
- *Tortoise and the Hare*
- *Culture of Discipline*



Learn to Prioritize



- Importance vs. Urgency
- “80/20 Rule”
- Get scheduled
- Plan your work & work your plan
- Get maximum ROI

Time Management Quadrant

- “Important and Urgent”
- “Urgent, but not Important”
- “Important, but not Urgent”
- “Not Important and not Urgent”



Power of Excellent Thought



- Unwavering faith
to prevail – hopeful
- Reframing adversity
as opportunity
- Confronting the brutal
facts – no denial
- Self-fulfilling prophecy

Take Care of Yourself

- Maintain & improve your critical work tools
- Good steward of mind, body, & spirit
- Plan time to review & integrate self – “Sharpen the saw”



Empowerment:

Plan Your Work...Then Work Your Plan

- Explore menu of options
- Model other successes without copying them
- Set SMART goals
- Plan small steps
- Build optimism & support with freedom to consider *Plan B* if necessary



Empowerment: *Putting Your Plans into Action*

- Identify your first action step
- Monitor & measure progress
- Use supports & accountability partners to face all truths
- *Fail forward* after any setbacks or missteps
- Reload...take another shot



Applied Skills



- Write down & share your goals
- Describe how you'll be as a successful person & the life you'll create/live
- Take steps NOW!

Question & Answer

