

REMARKABLE TIME MANAGEMENT

10 STEPS TO MORE TIME FOR YOU!

"Don't tell me the sky is the limit when there are footprints on the moon."

- Paul Brandt



PRESENTED BY

Gail Lowney Alofsin

Keynote Speaker, Author, Adjunct Professor, Humanitarian

Author: Your Someday is NOW! What are YOU Waiting For?

gail@gailspeaks.com / 401-640-4418

twitter: @gailalofsin / website: gailspeaks.com

#10 THE LITTLE TRAIN THAT COULD

I THINK I CAN...I THINK I CAN. LEARNING TO SAY "NO" ...nicely

#9 THE BASEBALL THEORY

MAJORING in the MINORS?

Goal Setting – a Vital Skill!

- ▲ Setting goals develops direction/Helps to focus our energy/
Helps us to accomplish more.

PERSONAL/PROFESSIONAL GOALS:

List four benefits that you would enjoy as a result of attaining these major goals:

- 1) _____
- 2) _____
- 3) _____
- 4) _____

About these goals:

- ▲ What is the current status?
- ▲ What knowledge do you need?
- ▲ Who can help you?
- ▲ When will you accomplish this goal?

Now that we have identified our goals - how do find time for them?

#8 EAT A FROG FOR BREAKFAST!

"Lose an hour in the morning, and you will spend all day looking for it." ~ Richard Whately

- ▲ The daily TO DO list.
- ▲ Do the tough tasks first.
- ▲ Break projects into smaller tasks.
- ▲ Work/Study at a high energy time.
- ▲ Learn/Be productive EVERYWHERE!
- ▲ Get organized!

The "TO DO" list

- A – Things that you must do (Vital/important/urgent).
- B – Must do – but are not urgent.
- C – "Nice but not necessary."
- D – Delegate/Outsource (Find a specialist).
- E – Eliminate (Bless and release!).

Efficiency - Your Desk Checklist

- ❖ Do I use it everyday?
- ❖ "To be filed" Folder.
- ❖ "To do TODAY" folder.
- ❖ "Just do it" folder (this one seems to solve itself).
- ❖ Read and Clip folder.
- ❖ If visual – file rack on desk to keep projects "top of mind."

Efficiency - Personal

- ❖ Packing (vacation/business checklists).
Leave the list in your suitcase.
- ❖ Grocery list/staples.
- ❖ Conference/Event Timelines.
- ❖ Don't check your keys in your luggage!
- ❖ ??? Custom design list for your lifestyle.

#7 FRITO BANDITO!

- ▲ Make appointments with yourself.
- ▲ Block activities with your family as if it were a meeting.
- ▲ Date your "spouse!"
- ▲ Know when you are at your best and energetic and plan accordingly!

#6 BUILD A FOUNDATION OF GOOD WORK HABITS

- ▲ Focus – Clarity concerning the desired results.
- ▲ Concentration – Stay with a task until it is 100% complete.

#5 GOTTA MINUTE?

- ▲ Time Traps.
- ▲ Procrastination.
- ▲ Distraction.
- ▲ Lengthy phone calls.
- ▲ Hallway conversation.
- ▲ Unexpected visitors.

#4 PROCRASTINATE LATER!

Is it just me???

The "deadline inspired" RUSH of adrenalin!

If you will do it later - why wouldn't you do it now?

This Applies to:

- ▲ Projects.
- ▲ Deadlines.
- ▲ Achievements.
- ▲ Education.
- ▲ Hobbies.

What is the source/sources of procrastination?

Procrastination Avoidance Strategies:

- ▲ The Power of Positive Thinking – do not doubt yourself – you can do it!
- ▲ Later 'gator? - Later means it is not going to happen!
- ▲ No pain – no gain! Stop and acknowledge the gain/the achievement.
- ▲ Be clear – a vague goal gets a vague result.

#3 DELEGATE WITH ENCOURAGEMENT

It is only as we develop others that we permanently succeed.

How to delegate?

- ▲ Pick people who can accept responsibility.
- ▲ Delegate in terms of the other persons skills and interests.
- ▲ Teach “why” (the purpose) not just the “what.”
- ▲ Appreciate the personal touch/signature on a delegation.

Managing delegation

- ▲ Keep a list of items delegated.
- ▲ Assign priorities and a due date.
- ▲ Request a “weekly” progress report.

“It is better to get 10 people to work than to do the work of 10...”

#2 MANAGING DEADLINES

- ▲ Timelines.
- ▲ Be prepared – there is a challenge around every corner.

Rx: Leave yourself flex times during the day.

#1 THE PARETO PRINCIPLE – 80/20

You can divide people and activities “vital few” vs. “trivial minutiae.”

TIME MANAGEMENT QUOTES

"Nothing begins until you START!" – Samuel Alofsin, age 12

"What one thing can I do today, that I don't want to do, but I know if I do it I will move toward my goal of _____?"

Wake up and ask yourself the question.

Then, whatever the answer is, schedule it and do it!

Make it your top priority! You are extraordinary!" – Kristen Howe

"You must live in the present, launch yourself on every wave, find your eternity in each moment." – Henry David Thoreau

"Procrastination is the art of keeping up with yesterday." – Don Marquis

"Don't wait. The time will never be just right." – Napoleon Hill

"If you want to make an easy job seem mighty hard, just keep putting off doing it." – Olin Miller



Gail Lowney Alofsin is a keynote speaker, author, adjunct professor and business executive. Her book, *Your Someday is NOW - What are you Waiting For*, focuses on becoming your best you. Since being published in April, 2014, it has raised over \$35,000 for non-profit organizations. A lifelong student and humanitarian, Gail believes that we all have the capability to be a leader in our own lives, influencing the lives of others for positive peak performance and success. To inquire about booking Gail to present for your conference or corporation, please call 401-640-4418 or email gail@gailspeaks.com. Follow Gail on twitter: [@gailalofsin](https://twitter.com/gailalofsin) and visit her websites: gailspeaks.com and gailalofsin.com.

NOTES:
