



Time Management Fundamentals™

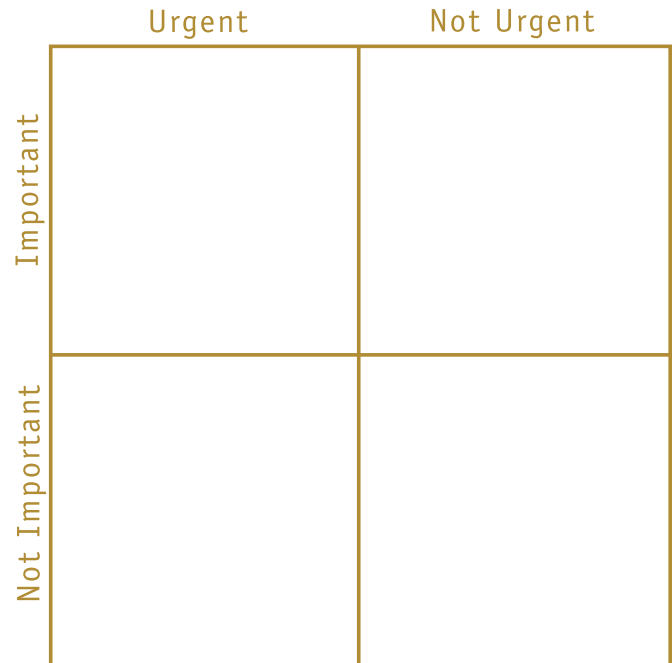
Achieving Your Highest Priorities

Toolkit



ROAD MAP

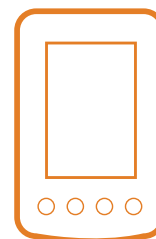
The Time Matrix™



The Productivity Pyramid



My Planning System



THE TIME MATRIX

	Urgent	Not Urgent
Important	Quadrant of: I	Quadrant of: II
Not Important	Quadrant of: III	Quadrant of: IV

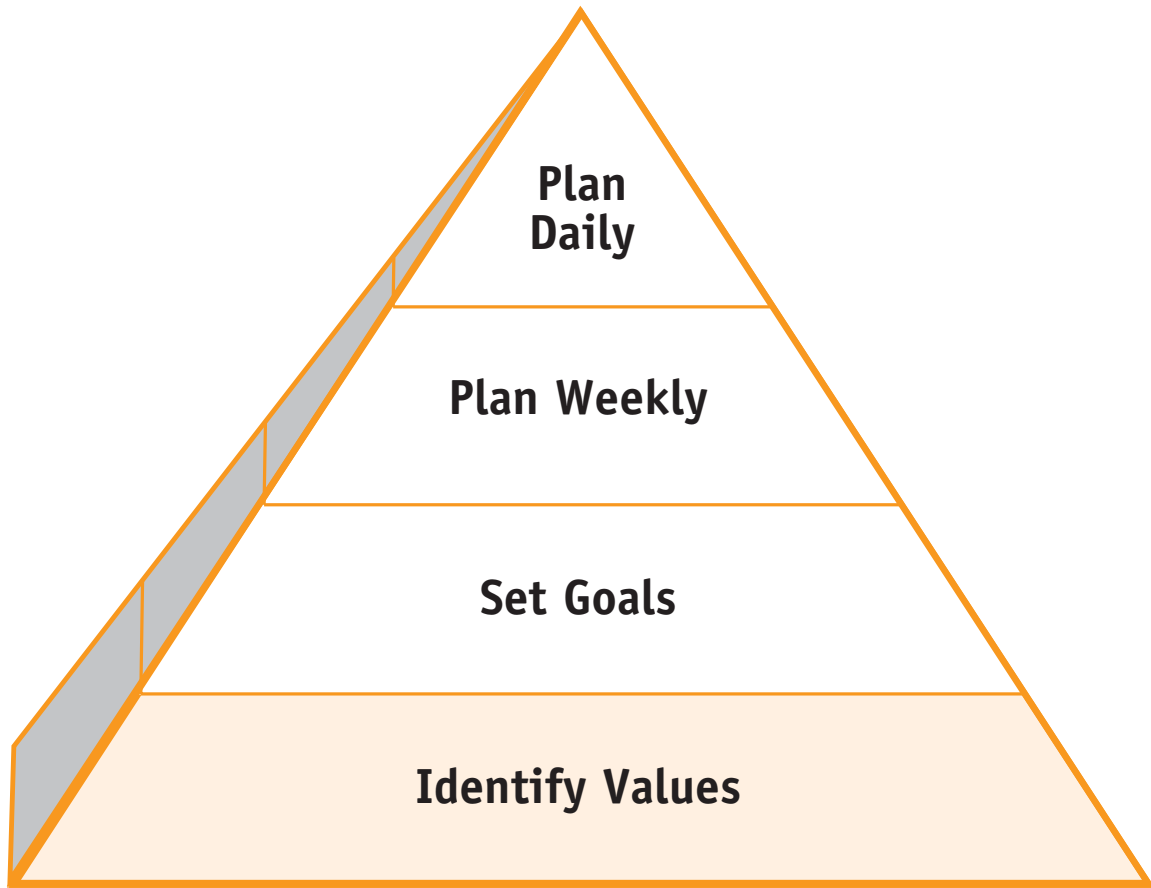
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THE TIME MATRIX

Live North of the Line

	Urgent	Not Urgent
Important	• Crises • Pressing problems • Deadline-driven projects, meetings, reports I	• Preparation • Prevention • Planning • Relationship building • Re-creation • Values clarification II
Not Important	• Needless interruptions • Unnecessary reports • Unimportant meetings, phone calls, mail, email • Other people's minor issues III	• Trivia, busywork • Irrelevant phone calls, mail, email • Time-wasters • "Escape" activities • Excessive TV, Internet, relaxation IV

THE PRODUCTIVITY PYRAMID—Identify Values



GOVERNING VALUES ARE:

THE PRODUCTIVITY PYRAMID—Set Goals

GOAL-SETTING TIPS

1. Write it down.
2. Give it a deadline.
3. Break it down into doable chunks.
4. Commit.

[illegible]

THE PRODUCTIVITY PYRAMID—Plan Weekly

SAMPLE ROLES

Administrator	Coach	Grandparent	Sister
Architect	Companion	Inventor	Son
Artist	Consultant	Manager	Spouse
Brother	Counselor	Musician	Supervisor
Caregiver	Daughter	Neighbor	Teacher
CEO	Designer	Parent	Technician
CFO	Director	Partner	Trainer
Challenger	Editor	Peacemaker	Vice-president
Chairperson	Energizer	Reporter	Volunteer
Citizen	Friend	Salesperson	Writer

ROLE	RELATIONSHIP

If I lived this role perfectly, what would my behaviors be?

HAVE YOU EVER CONSIDERED THE STRENGTH OF YOUR RELATIONSHIPS AS A MEASURE OF YOUR SUCCESS?

THE PRODUCTIVITY PYRAMID—Plan Weekly

WEEKLY COMPASS ¹	
<i>What is the most important thing I can do in this role this week?</i>	
Date:	
ROLES AND BIG ROCKS ¹	
Role:	Sharpen the Saw ¹ 
Physical	Yoga 3 times
Social/Emotional	Dinner with Josh and Marie
Mental	Read professional journal
Spiritual	Spend time at river
Role:	Boyfriend
Big Rocks	• Plan weekend date
Role:	Team Leader
Big Rocks	• Hold team meeting about communication plan
	• Recognize team contributions
Role:	Volunteer
Big Rocks	• Research adult literacy program
Role:	Friend
Big Rocks	• Call Renee and set up lunch
Role:	
Big Rocks	

THREE STEPS TO WEEKLY PLANNING

1. Review roles.
2. Choose big rocks.
3. Schedule the week.

BIG ROCKS COME FROM:

- Conscience.
- Values.
- Goals.
- Key projects.

TIPS

When? Before the week begins.

Where? Someplace quiet.

How Long? 10–15 minutes.

MY WEEKLY COMPASS

What is the most important thing I can do today?

WEEKLY COMPASS¹

What is the most important thing I can do in this role this week?

Date:

ROLES AND BIG ROCKS¹

Role:Sharpen the Saw¹

Physical

Social/Emotional

Mental

Spiritual

Role:

Big Rocks

Role:

Big Rocks

Role:

Big Rocks

Role:

Big Rocks

Role:

Big Rocks

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THE PRODUCTIVITY PYRAMID—Plan Daily

A= Important
 B= Medium Importance
 C= Low Importance

Think ROI!

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Friday
April

S M T W T F S

		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

March

May

S	M	T	W	T	F	S
30	31					1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

S	M	T	W	T	F	S
						1
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- ✓ Completed
- Forwarded
- × Deleted
- 6/7 Delegated
- In Process

↓ ABC Prioritized Daily Task List

	A1	Daily planning
	C1	Buy gift
	A2	Call literacy administrator
	B2	Finalize sales report
	A3	Read professional journal
	B3	Call Wendy
	B1	Call travel agent

Appointment Schedule

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TIPS

When? Morning or evening.

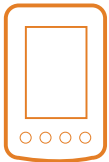
Where? Someplace quiet.

How Long? 5–10 minutes.

THE COUR FOUR

THE CORE FOUR

- Tasks
- Appointments/Calendar Entries
- Notes
- Contacts



AN EFFECTIVE PLANNING SYSTEM IS:

1. Integrated
2. Mobile
3. Personalized

MY PLANNING SYSTEM BUILDER

H= HOME M= MOBILE	TASKS	APPOINTMENTS	NOTES	CONTACTS
				
