



Rules of Time Management

Value your time:

- Understand the value of your time - perception, attitudes, and actions
Different people place different value on their time, but each of us have the same number of minutes in a day and it is how we use them that will make the difference. ***Once they are lost, they are gone forever.***

Plan your success:

- You don't plan for failure, ***but you have to plan for success***
- Planning short term keeps your objectives in the forefront, minute, hour, day, week

Plan for tomorrow:

- Do tomorrow's planning ***tonight***
- Know what it is you need to accomplish and ***prioritize*** before the day starts
- Plan 75% of your day. The other 25% allows for emergencies and interruptions

Identify your "prime time":

- What times of day do you have more/less energy?
- ***Plan high-energy or low-energy tasks accordingly.***

Use the 80/20 Rule:

- Start your day working the ***first 96 minutes*** on your most important task (understanding the difference between urgent and important)
- That is generally not doing email, voicemail, getting coffee or making phone calls, etc.

Work from an action list:

- Create and ***prioritize*** your task by using a to-do list or a ***tickler file***
- Break projects into small task
- Delegate anything from your list that someone else can do

Ask yourself:

- ***"Why am I doing what I'm doing right now?"*** and ask it often
- Always evaluate what you are doing to make sure you are making the most productive use of your plan/time
- Always ask, "Can someone else be doing this?" ***If yes, then Delegate, Delegate, Delegate***
- Is what I am doing making money, retaining/creating clients, ***contributing to the bottom line?***



You have the control:

- **Eliminate clutter**, file those things you have completed, delegate tasks wisely
- **Learn to say NO**
- Learn to minimize interruptions
- The more organized, the easier it will be to deal with last minute unexpected problems

Check your calendar:

- Have a good date planning system that you feel comfortable with and use it
- Include all activities: work, social, family, travel, church, etc.
- **You only have one life; you only need one calendar**

Be flexible:

- Have the ability to accommodate the unforeseen. Sometimes the urgent will have to override the planned.
- Have days for unplanned relaxation and spontaneous activity.

I challenge you to **I.G.N.I.T.E.** your personal productivity by implementing what you have just learned. Start by using these steps:

Intention: Know your intention, ask why is it important? What are the benefits?

Get started: Take action on one strategy you learned within the next 24 hours.

Commit: Your Time, Money, & Energy

Engage the process!: Motivation, celebration, evaluate what's working or not working to keep moving forward and ask someone to hold you accountable. Your success depends on it.

I would love to partner with you on improving your productivity. Visit my fan page at facebook.com/cathysextonproductivity where I share resources, articles, tips and techniques to help you be more productive.

Contact me for personal help, coaching, training or to join one of our Clutter Buster Program where you get a day of motivation, celebration and accountability support you need for working on your organizing project.

As a productivity coach and strategist, I am passionate about helping individuals discover their personal productivity style so they can accomplish more with less effort. I use my passion and empathetic nature to help people live healthy productive lives! I know the health risks of being a workaholic; I have lived it. My purpose in life is to provide coaching, teaching, and tools to people who are hungry to spend more time with family, enjoy their careers and live a less stressed and carefree life. For more information please visit

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