

“Time is the scarcest resource, and unless it is managed nothing else can be managed.”

Peter Drucker

Tips & Insights: 5 of 30

Visualise your work and Limit your total number of Works in Progress

Allocate specific time to achievement of your goal

Ideally focus on the important but not urgent

Not all urgent activities are important

Exert more control over your barriers

*"Time management is a misnomer; the challenge is  
to **manage ourselves**"*

*Stephen Covey*

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Train your mind to pay attention to the elements of the present context

Value the past, Make the most of the present, and Plan for the future

Manage Time and more importantly Manage Self

Concentrate on Results, not staying Busy

Have a positive view of the future

“Efficiency is doing things right; effectiveness is doing the right things.”

Peter Drucker

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See the “forest and the trees” by Zooming Out and In

20% of tasks can give you up to 80% productivity

Have a parallel view of your Macro & Micro Plan

Your daily efforts feed into the big picture

Do important things first!

*"No matter how little time is stolen by interruption, we loose even more time reconnecting to our work"*

*Kevin Ashton*

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The more you train your mind to be mindful, the better you can bounce back from distractions

Use all your senses to absorb and take in all the information you can

Engage in the Flow Zone - find meaning in whatever you do

An interruption is a distraction created either by you or others

The challenge is to create that energy to refocus

*“What is important is seldom urgent and what is urgent is seldom important”*

*Dwight D . Eisenhower*

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Just because its been done that way, doesn't mean there isn't a better way

Objectively judge your time management and adjust accordingly

Deal with the truly important and work towards your goal

Control your environment, rather than let it control you

Challenge activities that are a waste of time and effort

“The best way to predict the future is to create it.”

Peter Drucker

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Be a “Clock Builder” as opposed to a “Time Teller”

Nothing Manages Time better than a Goal

Live life intentionally and proactively

When its time to move on, move on!

Convert your goals into reality

*To delve deeper into the key areas of  
Time Management and Goal Setting sign up for our on-line programme :*

*see: [www.businessworks.ie](http://www.businessworks.ie) (for more information)*

Objectives covered:

- Deepen one's appreciation of time as a resource
- Develop a personalised time management system leading to success
- Learn skills, paradigms and techniques to make effective use of time
- Develop a blueprint of personal success and actions
- Appreciate one's own pace and style