



Managing Your Time Effectively

Necessary Resources

Get things out of your head and into existence in a place they will not fall through the cracks.



Calendar

Your calendar is your existence system. Place your appointments with others in here but also your appointments with yourself: tasks, responsibilities, promises - and the times you will take to get them done.



To Do List

These are lower priority tasks and responsibilities that you are not currently scheduling on your calendar.



Future Ideas List

A list of ideas, projects, thoughts that you may come back to at a later time. There's no promise they'll get done any time soon, but they are save for future reference.



Physical Organizer

A place to store resources, tools, documents, etc that will be needed for future tasks.

Only place things on the calendar that you know you will do: Appointments, required tasks, time to work on projects, etc.

Make sure personal time is scheduled first - family commitments, self-care time, etc.

If you don't want to schedule it now, place it on your to-do list to get done soon or your future ideas list to save for another time.

Schedule time daily (or several time a week) to work on the to-do list items and time monthly or periodically to review the future ideas list.

Break big tasks into manageable chunks of time.

The most powerful time management tool is the word NO.

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602-390-1399

bleiber@ortc.com

www.BzChamp.com



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I need to do X
or
I have an idea
or
I made a promise to do Y for Z



This is vital!
Do it now!



This is important and has a due date.
Schedule it on the calendar.



This is important and has to get done but there's no rush.
Put it on the To-Do List



Good idea but I'm not doing it.
It doesn't fit me needs, doesn't serve me or my business. I'm not doing it.



This is a good idea I don't want to forget but I'm not going to do anything with it now.

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