

# MASTER TIME MANAGEMENT

# MASTER

**Map out clear priorities for your day.**

Prioritise ruthlessly and focus on what truly matters.

Follow the “Pareto principle”: 20% of what you do will provide you with 80% of results.

Prioritise impact over quantity.

If you fail to plan, you plan to fail.

# MASTER

**Act on your tasks with attention, boldness, and concentration.**

Be disciplined to deliver high quality results.

Learn how to control your attention.

# MASTER

**Say no to things that aren't aligned with your goals.**

Delegate if you have a team.

# MASTER

**Track how you spend your time to improve efficiency.**

Identify distractions, time robbers, and bad habits.

We do not lack time. We have an excess of distractions.

# MASTER

## **Energise yourself.**

Take regular breaks and set boundaries.

Protect these as much as you protect your most critical meetings.

# MASTERR

**Reflect and refine plans regularly.**

Do this daily, weekly, monthly, quarterly.

This will enable you to maintain high performance on a sustainable basis.

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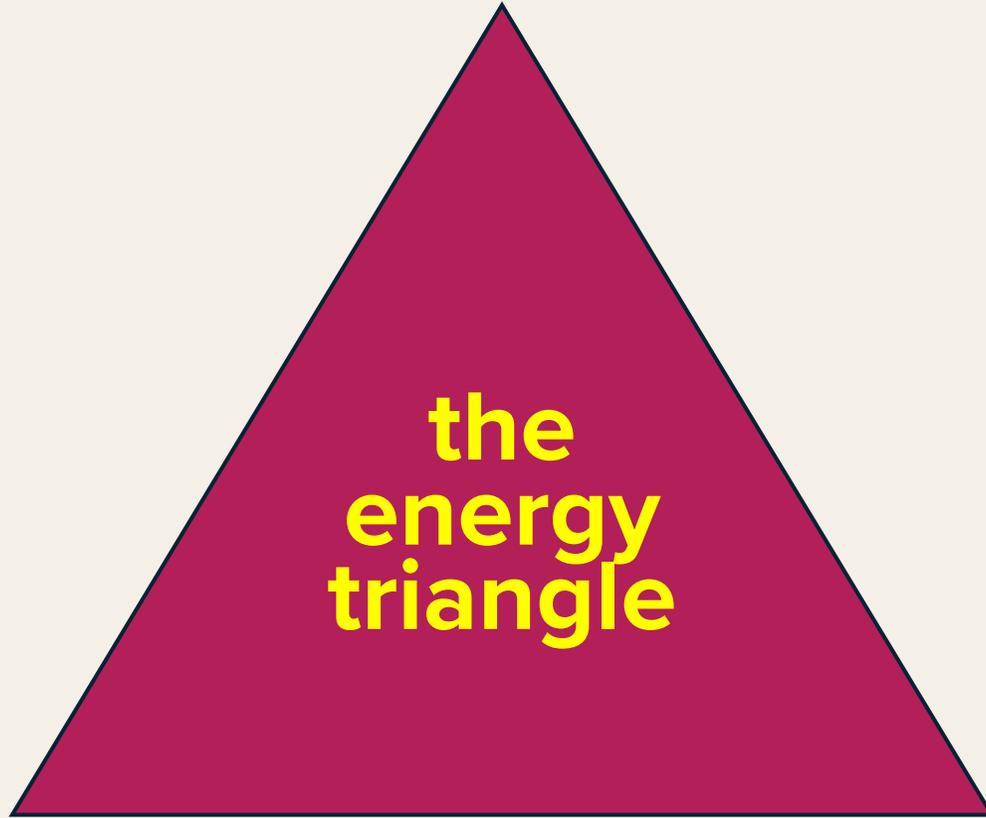
# MASTER TIME MANAGEMENT

**cognitive**

**the  
energy  
triangle**

**emotional**

**physical**



Is this a **must**?

Is this a **should**?

Is this a **could**?

# The **3 As** to manage Burnout

**Awareness**

**Assessment**

**Action**

Do you like  
m&m's?



Better manage your **m&m's!**

**e-Mail**  
**Mobile**  
**Messages**

**Business**



**Busy-ness**

# What can **managers and leaders** do?

1. Lead by example.
2. Set clear expectations.
3. Provide resources and training.
4. Delegate.
5. Promote a flexible work culture.
6. Have regular check-ins.