5 simple steps to get the most from our TIME and enjoy it!
Avoid Time Wasters
Plan
Use Appropriate Resources
Evaluate
Enjoy
Avoid Time Wasters

- Social Media
- Television
- Video Games
- Email
Plan

- Making lists (Nicole Funderburk, Renee)
- Talk it through/make a calendar
- Eat the Frog & PWT
- Read Getting Things Done by David Allen (Parker Grimes)
- Break down big jobs (Shari Skougaard)
Use Appropriate Resources

- Know your skills and likes (paper vs. technology)
- Pay attention to time

Again - Find what works for you!
Jared's 5 favorite apps to save

- Shop Shop
- PDF Reader
- Day One
- Password Keeper
- Springpad

2 Days
• Take a few minutes and evaluate what is working and what isn't. (Renee)

• Remember no one is perfect- so don't expect yourself to be perfect.

Evaluate
• Learn to say NO! (Shari Skougaard)
• Be flexible (but not too flexible)
• Just do it (Bonny Rayburn)
• Make connections
• Find joy in the journey

Enjoy
Covey Time Management Matrix - Activities

<table>
<thead>
<tr>
<th></th>
<th>Urgent</th>
<th>Not Urgent</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Important</strong></td>
<td>I Activities</td>
<td>II Activities</td>
</tr>
<tr>
<td></td>
<td>• Crises</td>
<td>• Prevention, capability improvement</td>
</tr>
<tr>
<td></td>
<td>• Pressing problems</td>
<td>• Relationship building</td>
</tr>
<tr>
<td></td>
<td>• Deadline-driven projects</td>
<td>• Recognizing new opportunities</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Planning, recreation</td>
</tr>
<tr>
<td><strong>Not Important</strong></td>
<td>III Activities</td>
<td>IV Activities</td>
</tr>
<tr>
<td></td>
<td>• Interruptions, some callers</td>
<td>• Trivia, busy work</td>
</tr>
<tr>
<td></td>
<td>• Some mail, some reports</td>
<td>• Some mail</td>
</tr>
<tr>
<td></td>
<td>• Some meetings</td>
<td>• Some phone calls</td>
</tr>
<tr>
<td></td>
<td>• Proximate, pressing matters</td>
<td>• Time wasters</td>
</tr>
<tr>
<td></td>
<td>• Popular activities</td>
<td>• Pleasant activities</td>
</tr>
</tbody>
</table>

Based on *The 7 Habits of Highly Effective People*, Stephen R. Covey - [FranklinCovey Website](http://www.frankincovey.com)
See a review of this excellent book [here](http://example.com).
• A study of over 350 employees in 60 business units at a financial services company found that the greatest predictor of a team's achievement was how the members felt about one another.

• The people we interviewed from good-to-great companies clearly loved what they did largely because they loved who they did it with. -Jim Collins

• Perhaps most important, social connections motivate
Password Keeper