

Coordinating Against The Clock – Neil McMahon

ihbelgrano@international-house.com.ar

'When no plan is made, when the disposal of time is surrendered merely to chance, chaos will soon reign' (Victor Hugo)

How do you manage your time now?

Which aspects of time management do you want to improve from the following menu:

- Work/life balance.
- Goal setting.
- Prioritising.
- Delegating.
- Meetings.
- Emails.
- Interruptions.

To do Lists

To do		

Breaking it up, Breaking it down

Stage	Fit	How long

Procrastination

Step One

Step Two

Step Three

The Time Management Matrix

(Stephen Covey, *Seven Habits of Effective People*)

I _____ and _____	II _____ and _____
III _____ and _____	IV _____ and _____

Interruptions

Self	Other

The Seven Fundamentals

(Francis Wade, *The New Time Management*)

Time management systems are essentially quite simple, and they are easy to understand and to learn once the fundamentals are appreciated.

Capturing

Emptying

Tossing

Storing

Acting Now

Scheduling

Listing

In today's world, there is an increasing pull to abandon the fundamentals for new tips and gadgets that seem to be more exciting.

Useful Websites

www.mindtools.com

www.businessballs.com

www.changethis.com