Time Management

IQ matrix

Mindset

- Concentration
- Focused
- Perfection
- apply
- seek
- Don't
- Reactive
- not
- Proactive
- Realist
- Optimistic
- an
- become

Questions

- What is the future impact of this activity?
- Am I the best person to perform this job?
- What is the best use of my time right now?

NO VACANCY

Guidelines

- Discipline
- have
- show
- Enthusiasm
- Commitment

Wasters

- Laziness
- Waiting
- Disruptions
- of
- Habits
- Procrastination
- Avoid
- things to
- Busy
- Staying
- just
- Fear
- of
- Stress
- Emotions
- Overwhelm
- too much
- Technology
- eg
- Internet
- Email
- Television
- Telephone

Time Efficiency

- Obligations
- Improvement
- Constant
- "NO"
- Saying
- through
- Tasks
- unnec essary
- Eliminating
- Systems
- Creating
- Processes
- Others
- from
- Learning
- Breaks
- regular
- Taking
- like
- Affirmations

How to Gain Time

- Reading
- Speed
- Literacy
- Techniques
- Thinking
- Critical
- Delegation
- Negotiation
- Emotional
- Intelligence
- Multitasking
- Decision
- Making
- Problem
- Solving
- Computer
- Skills
- of
- through
- by
- Improving
- Creativity
- Sticky Notes
- using
- Reminders
- Voice
- Recorder
- Setting
- through
- Files
- Folders
- Computer
- eg
- Emails
- Self
- to
- Environment
- Relation
- in
- Organized
- Limits
- Chunking
- by
- Time
- of
- Usage
- with
- Flexible
- Inflexible
- when
- Setting
- Bad
- Habits
- identify
- Strategies
- get
- be
- Balanced
- Routine
- separating
- Business
- Life
- Personal

Time Efficient Process

- Time
- Time
- Unproductive
- Habits
- Wastage
- Activities
- OH, NO!
- to
- Determine
- Time
- your
- Track
- diligently
- set
- Goals
- that are
- Timed
- Realistic
- Achievable
- Measurable
- Specific
- followed by
- Plans
- of
- Action
- see to
- Details
- by
- Creating
- task
- Specific
- TO DO Lists
- with
- Urgent
- not
- Important
- Prioritizing
- six
- Tasks
- URGENT
- Urgent
- not
- Important
- IMPORTANT NOTICES
- be
- Effective
- by
- Chunking
- Scheduling
- specific
- Blocks
- of
- Time
- to do
- Following
- by
- 80 / 20 Rule
- Which 20% will get me 80% of the result?
- which
- Focuses
- on
- High
- Impact
- Return
- Earning
- Activities

© 2008 | IQ Matrix
Created by Adam Sicinski

Al Khor Toastmasters Club
Meeting No# 146
Date &Time: 27thJuly'09, 7pm to 9pm
Location: Al-Waha Club
Theme of the Day: Time, Time, Time. The Circle of Time!

IQX00008s