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COMMITMENTS OF AN

Effective

TIME MANAGER

1. PLUG IN VALUES & VISION

I will filter new time commitments through the lens of my core values and my 1-year vision.

2. DO A DAILY PREVIEW

I will choose my top 3 priorities for tomorrow before I'm done with today.

3. EAT THAT FROG

I will accomplish my priorities early in the day to avoid procrastination consequences.

4. BLOCK TIME

I will block out appointments with myself to accomplish all my priorities.

5. FINISH TASKS

I will finish one task before starting another, and not try to multi-task.

6. FOLLOW MY BIORHYTHM

I will go with my personal biorhythm to be productive in my energy-sweet-spot time of day.

7. DELEGATE

I will delegate or outsource anything that is not critical that only I must do.

8. PREPARE FOR DISTRACTIONS

I will utilize strategies and boundaries to limit the negative effects of side-trackers like paperwork, email, technology, and interrupting people.

9. BUILD IN MARGINS & BREAKS

I will build margin into my schedule and take breaks between periods of productivity to refresh myself.

10. LEAD MEETINGS WELL

I will assure any meetings I lead will start on time, have clear outcomes, have a timed agenda, and will stay on track.

11. STAY ACCOUNTABLE

I will share my priorities with others on my team so they can help me stay accountable.

12. REVIEW REGULARLY

I will do daily, weekly, monthly, and yearly reviews to assure I am doing what's most important.



**GROWING
FORWARD**

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