

Time Management Tips

By Michael Daehn



Time Management

Part 1: The Matrix



Time Management Matrix

	Urgent	Not Urgent
Important	I (MANAGE) <ul style="list-style-type: none">• Crisis• Medical Emergencies• Pressing Problems• Deadline-driven Projects• Last-minute Preparations for Scheduled Activities	II (FOCUS) <ul style="list-style-type: none">• Preparation/Planning• Prevention• Values Clarification• Exercise• Relationship Building• True Recreation/Relaxation
	Quadrant of Necessity	Quadrant of Quality & Personal Leadership
Not Important	III (AVOID) <ul style="list-style-type: none">• Interruptions, Some Calls• Some Mail & Reports• Some Meetings• Many "Pressing" Matters• Many Popular Activities	IV (AVOID) <ul style="list-style-type: none">• Trivia, Busywork• Junk Mail• Some Phone Messages/Email• Time Wasters• Escape Activities• Viewing Mindless TV Shows
	Quadrant of Deception	Quadrant of Waste



Time Management Matrix



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“Not quite.”

**She emptied the jar, and asked one
of the students to come forward.**



Time Management

Part 2: Weekly Planning



Weekly Planning

Review Previous Week
Plan Coming Week



Weekly Compass

WEEKLY COMPASS
It's in the way I spend my day
I can tell the rest of the week!

Name: _____

WEEKLY GOAL: _____

Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Plan:							
Do:							
Check:							
Reflect:							
Plan:							
Do:							
Check:							
Reflect:							
Plan:							
Do:							
Check:							
Reflect:							
Plan:							
Do:							
Check:							
Reflect:							

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Weekly Compass

Weekly Planning - Weekly Compass - Step 3

Home | Projects | Weekly Planning | Coach Me

REVIEW MISSION > SCHEDULE GOALS > SCHEDULE COMPASS > SCHEDULE TASKS

Add Role Add Big Rock X ✂ 📄 📁 Clear Big Rocks

Role:	Sharpen the Saw
Physical:	 ▾
Social:	 ▾ Lunch with the guys
Mental:	 ▾ Review OCD Material
Spiritual:	 ▾
Role:	Personal Care
Role:	Family Matters
	 ▾ Give Book to Jon
Role:	Financial Manager
Role:	Property Manager
	 ▾ New Weatherstripping
Role:	Consultant
Role:	Author
	 ▾ Develop Plan Plus Page
Role:	Active Learner
Role:	Artist
	 ▾ Record 3 Tunes



Roles and Goals

Role: Friend

Goal: Send a note

Role: Employee

Goal: Finish sales training

Role: Child

Goal: Call Mom

WEEKLY COMPASS®

*What is the most important thing
I can do in this role this week?*

Date:

ROLES AND BIG ROCKS®

Role:

Big Rocks

Role:

Big Rocks



Sharpen the Axe/Saw



- Physical
- Social/Emotional
- Mental
- Spiritual

WEEKLY COMPASS®

*What is the most important thing
I can do in this role this week?*

Date:

ROLES AND BIG ROCKS®

Role:

Sharpen the Saw®

Physical

Social/Emotional

Mental

Spiritual

Role:

Big Rocks



Add Your Big Rocks

Scheduled = Calendar

Unscheduled = Tasks

WEEKLY COMPASS®	
<i>What is the most important thing I can do in this role this week?</i>	
Date:	<input type="text"/>
ROLES AND BIG ROCKS®	
Role:	Sharpen the Saw® <input type="text"/>
Physical	
Social/Emotional	
Mental	
Spiritual	
Role:	
Big Rocks	



Weekly Planning Connects Mission to Daily Activity



Weekly Planning Connects Mission to Daily Action



What Quadrant Do Your Big Rocks Fall Into?

	Urgent	Not Urgent
Important	<p>I</p> <p>(MANAGE)</p> <ul style="list-style-type: none">• Crisis• Medical Emergencies• Pressing Problems• Deadline-driven Projects• Last-minute Preparations for Scheduled Activities	<p>II</p> <p>(FOCUS)</p> <ul style="list-style-type: none">• Preparation/Planning• Prevention• Values Clarification• Exercise• Relationship Building• True Recreation/Relaxation
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What Quadrant Do Your Big Rocks Fall Into?

	Urgent	Not Urgent
Important	I (MANAGE) <ul style="list-style-type: none">• Crisis• Medical Emergencies• Pressing Problems• Deadline-driven Projects• Last-minute Preparations for Scheduled Activities Quadrant of Necessity	II (FOCUS) <ul style="list-style-type: none">• Preparation/Planning• Prevention• Values Clarification• Exercise• Relationship Building• True Recreation/Relaxation Quadrant of Quality Personal Relationship
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Time Management

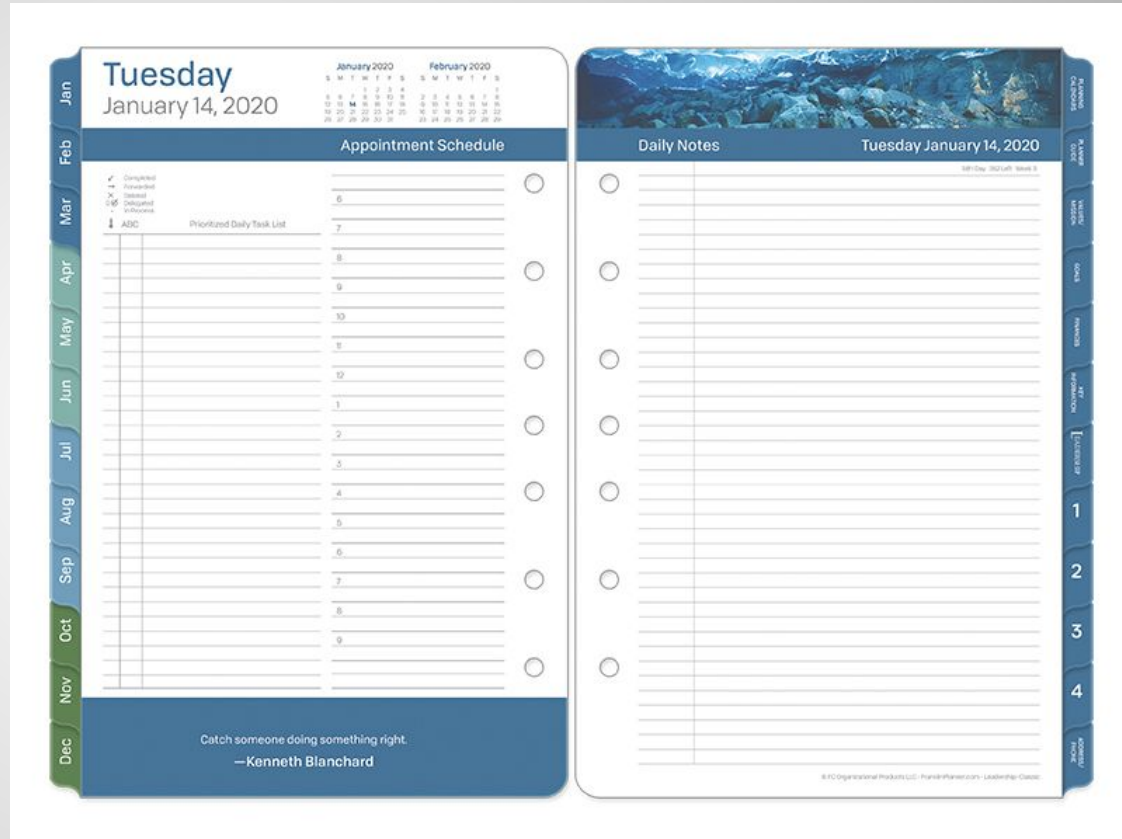
Part 3: Daily Planning



Review Your Day

Calendar/Appointments

Task List



Phase 1: TASK DUMP

List out projects at work, events with your family, errands, exercise, recreation, and self-improvement. The order doesn't matter, as long as you put everything down.

The image shows a calendar page for Tuesday, January 13, 2015. The page is divided into several sections:

- Month Navigation:** A vertical strip on the left side shows the months from Jan to Aug.
- Date and Day:** The date "13 Tuesday January 2015" is prominently displayed at the top left.
- Month Overview:** A small calendar grid shows the days of the month for December 2014 and January 2015. The 13th is highlighted in blue.
- Legend:** A list of symbols and their meanings: a checkmark for "Completed", a minus sign for "Forwarded", an "X" for "Deleted", a "G" with a checkmark for "Delegated", and a dot for "In Progress".
- Prioritized Daily Task List:** A list of tasks written in cursive, including "Find a dress", "Get license", "Finalize guest list", "Select bridesmaids", "Figure out budget", "Select cake", "Arrange catering", "Find photographer", "Workout", "Finalize proposal for Breadthru account", and "Schedule dinner with Jake @ Lucanos".
- Appointment Schedule:** A vertical list of numbers from 8 to 3, representing hours, with horizontal lines for scheduling appointments.

Phase 2: PRIORITIZE

Take a look at your task list and sort all the tasks with lettered priority labels: A for your top priorities, B for your next priorities, and so on. When you've added a letter to each task, start with your A tasks and assign each task a number: 1, 2, 3, 4, and so on. The task marked A1 will be your top priority for the day.

Jan
Feb
Mar
Apr
May
Jun
Jul
Aug

13
Tuesday
January 2015

S	M	T	W	T	F	S
					1	2 3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Last Quarter Moon

December 2014							February 2015						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	1	2	3	4	5	6	7
8	9	10	11	12	13	14	8	9	10	11	12	13	14
15	16	17	18	19	20	21	15	16	17	18	19	20	21
22	23	24	25	26	27	28	22	23	24	25	26	27	28
29	30	31					29	30	31				

- ✓ Completed
- Forwarded
- X Deleted
- ☞ Delegated
- In Process

↓ ABC **Prioritized Daily Task List**

B1	Find a dress
C1	Get license
A1	Finalize guest list
C2	Select bridesmaids
A2	Figure out budget
B2	Select cake
B3	Arrange catering
B4	Find photographer
B5	Workout
A3	Finalize proposal for Bred trauer account
A4	Schedule dinner with Jake @ Lucanos

Appointment Schedule

8	
9	
10	
11	
12	
1	
2	
3	

Phase 3: FOLLOW UP

As you interact with your tasks throughout your day, you can keep track of your progress in your PDTL with simple symbols:

- ✓ **Completed**—Check this task off your list.
- **Forwarded**—Write this task on a future date, and then note it in today’s task list.
- X **Deleted**—This task no longer needs your attention.
- G☞ **Delegated**—When you reassign a task, include the initial of who the task was delegated to and a circle to track progress.
- **In Progress**—Highlight your ongoing tasks, reminding yourself that you’re working on them.

Jan
Feb
Mar
Apr
May
Jun
Jul
Aug

13

Tuesday
January 2015

Last Quarter Moon

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
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December 2014							February 2015						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6	1	2	3	4	5	6	7
7	8	9	10	11	12	13	8	9	10	11	12	13	14
14	15	16	17	18	19	20	15	16	17	18	19	20	21
21	22	23	24	25	26	27	22	23	24	25	26	27	28
28	29	30	31				29	30	31				

- ✓ Completed
- Forwarded
- X Deleted
- G☞ Delegated
- In Progress

↓ ABC Prioritized Daily Task List

1/17	→ B1	Find a dress
1/31	→ C1	Get license
	✓ A1	Finalize guest list
	X C1	Select bridesmaids
	● A2	Figure out budget
1/31	→ B2	Select cake
G☞	B3	Arrange catering
	✓ B4	Find photographer
	✓ B5	Workout
	● A3	Finalize proposal for Breadtrailer account
	✓ A4	Schedule dinner with Jake @ lucanos♥

Appointment Schedule

8
9
10
11
12
1
2
3

Phase 4: REVIEW

During your next planning session, review the marks you've made on your PDTL and follow up on any tasks you forwarded or delegated. This list then becomes an excellent starting point for the next day's task dump.

Jan
Feb
Mar
Apr
May
Jun
Jul
Aug

13
Tuesday
January 2015

Last Quarter Moon

December 2014							February 2015						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
4	5	6	7	8	9	10			1	2	3		
11	12	13	14	15	16	17							
18	19	20	21	22	23	24							
25	26	27	28	29	30	31							

✓ Completed
- Forwarded
X Deleted
G Delegated
• In Process

December 2014							February 2015							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
	1	2	3	4	5	6		1	2	3	4	5	6	7
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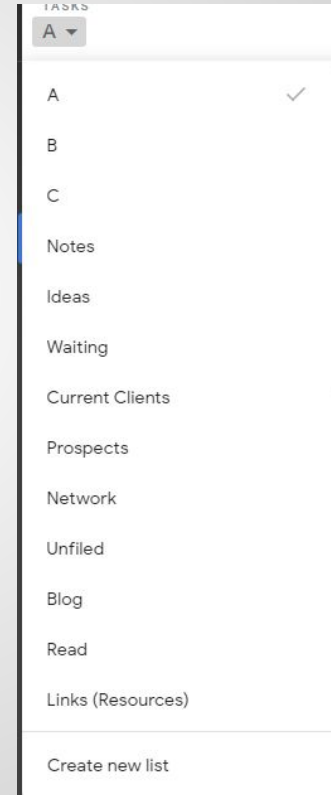
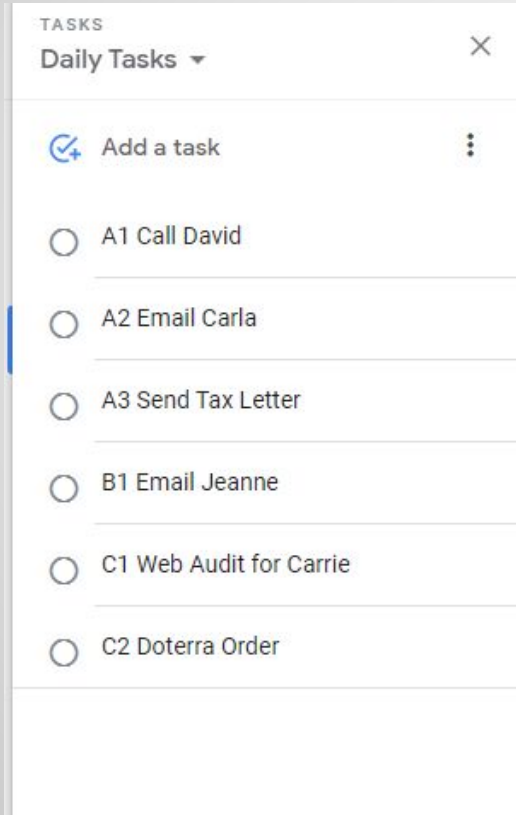
↓ ABC **Prioritized Daily Task List**

1/17 → B1 Find a dress
1/31 → C1 Get license
✓ A1 Finalize guest list
X C2 Select bridesmaids
● A2 Figure out budget
1/31 → B2 Select cake
G B3 Arrange catering
✓ B4 Find photographer
✓ B5 Workout
● A3 Finalize proposal for Bredtrauer account
✓ A4 Schedule dinner with Jake @ Lucanos

Appointment Schedule

8
9
10
11
12
1
2
3

Follow the Principles for Your System



Four Pillars of Time Management



The Planner Works for You

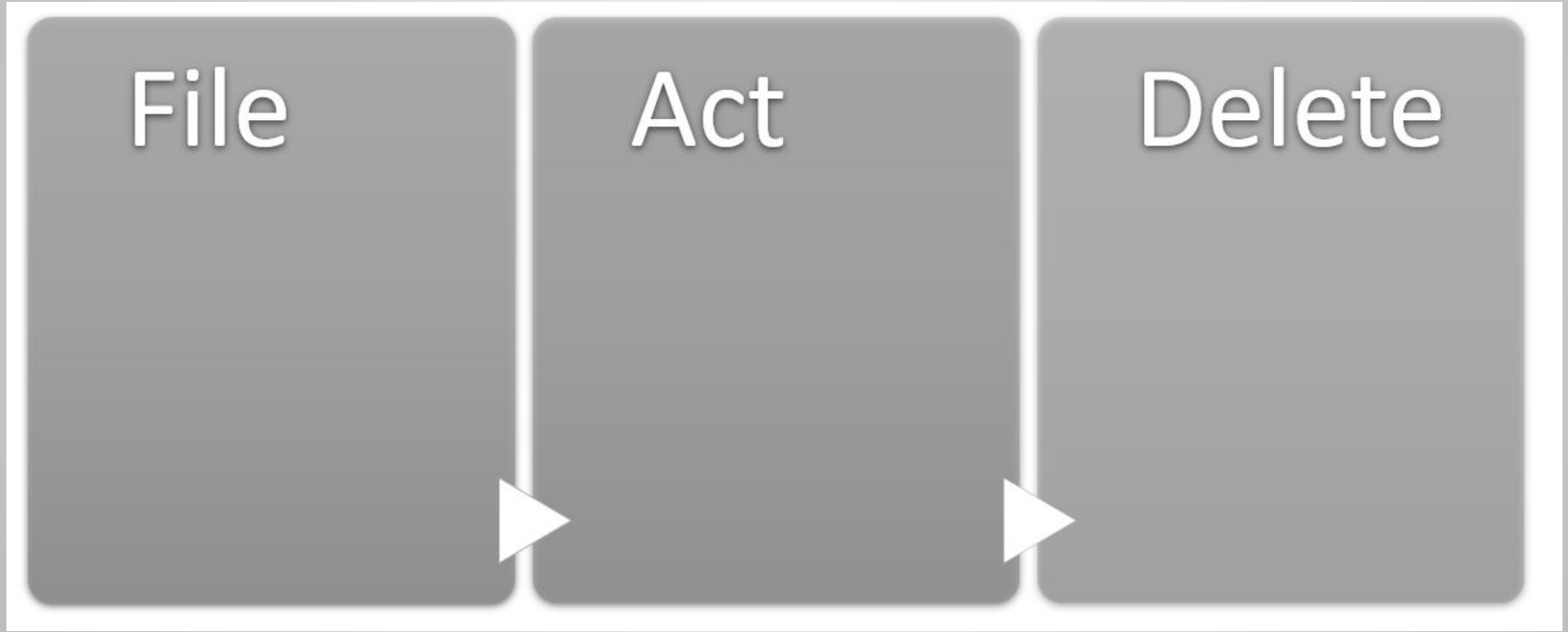


Time Management

Bonus Tips



FAD

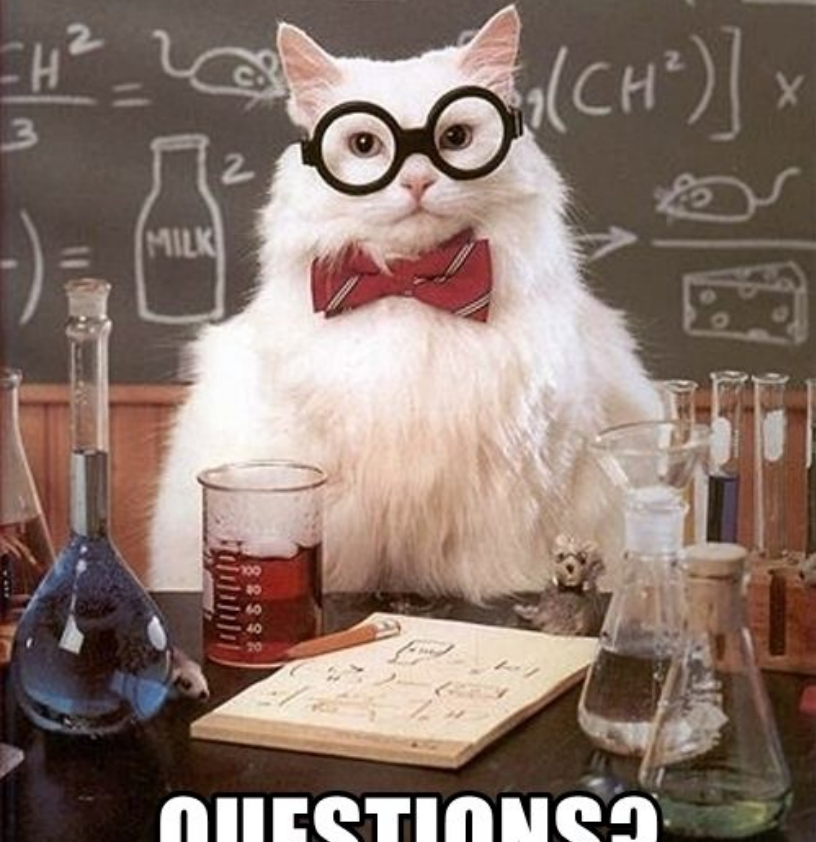


Proximity Rule

Organize the items in your workspace by how often you use them



I CAN HAZ



QUESTIONS?

memegenerator.net



Custom Websites and Email Campaigns

MichaelDaehn.com