



***Take Charge of Your
Time and Priorities***

Municipal Officials Seminar

April 17, 2008



*Thoughts to
Ponder...*

The truth about time...

60

60

1440

*Thoughts to
Ponder...*

60 – seconds / minute

60 – minutes / hour

1440 – minutes / day



**ECLECTIC
COMMUNICATIONS**

*Thoughts to
Ponder...*

**Managing your time
and priorities**

=

**Managing yourself in
relation to time**

*Thoughts to
Ponder...*

$$\mathbf{E} + \mathbf{R} = \mathbf{O}$$

Event + Response = Outcome

The Power of Habit



*The more you do of what
you're doing*

*The more you'll get of what
you're getting*

— Proverb

*One Step at a
Time*

Break Procrastination

*Build your fence one
board at a time*



The Power of Control

*The most successful
people in business
think on paper.*

Brian Tracy



The STOP Principle

S - Step Back

T - Think

O - Organize

P - Proceed

Setting Your Priorities

1. Make a “*to do*” list

*Use 15 minutes of
laser thinking*

Setting Your Priorities

**2. Determine which
items are “*must do*”**

*Identify your “A”
activities*

Setting Your Priorities

**3. Determine which
items are “*could do
this another time*”**

Identify your “C” activities

Setting Your Priorities

4. Rank the remaining items

Everything left is a “B”

Scheduling Your Priorities

1. Identify your prime time

*Judge the rhythms that
affect you*

Scheduling Your Priorities

2. Schedule your day in a planner

*Record when you're
going to do your "A"s*

Set Boundaries

✓ **Communicate**

✓ **Take control of technology**

✓ **Form partnerships**

*Take charge
of your time
and priorities*

