15 Keys to Manage Your Time

CAMBODIAN LEADERSHIP INSTITUTE
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15 KEYS TO MANAGE YOUR TIME

- **Goals**: Create Long-Term Life-Goals
- **Annual**: Create Annual Goals
- **Choose**: Choose what you will do and what you will reject based upon your long-term or annual goals.
SAMPLE LONG-TERM GOALS

Family:

1. I want my family to love God.
2. I want my family to serve in a ministry in a church.
3. I want my family to have close relationships with each other.
4. I want my family to be generous.
SAMPLE LONG-TERM GOALS

Personal Standard of Living:

1. I want to have enough to spend, give and save.
2. I want to own a house.
3. I want to own a car.
4. I want to have enough to give to my children and grandchildren.
SAMPLE LONG-TERM GOALS

Work:

1. I want to work at a job I enjoy.
2. I want to be a positive influence in my place of work.
3. I want to start my own business.
4. I want to retire at 50 years old and serve God full time.
SAMPLE LONG-TERM GOALS

Ministry:

1. I want to teach the Bible to others.
2. I want to go on many mission trips in my country.
3. I want to go on a mission to another country.
4. I want to join a team to plant a church.
15 KEYS TO MANAGE YOUR TIME

Plan: Plan your work for tomorrow, today.

Discover: Discover what time of the day you have more energy and adjust your work schedule according to your energy level.

Complete: Complete small tasks or tasks you don’t like first.
15 KEYS TO MANAGE YOUR TIME

- **Create**: Create a space of time for each task in your schedule.
- **Control**: Control circumstances and people who distract you.
- **Review**: Review your work at the beginning of each day.
15 KEYS TO MANAGE YOUR TIME

- **Calendar**: Use a calendar to schedule the activities of your life.
- **Think and Plan**: Put time in your weekly schedule to think and plan.
- **Schedule**: Put Big Projects in your daily schedule and do a little each day.
Possible Trip to Mexico/USA

Monday

- 31
- 3
- 4
- 5
- 6
- 7
- 8
- 9

Tuesday

- 30
- 1
- 2
- 3
- 4
- 5
- 6

Wednesday

- 29
- 30
- 1
- 2
- 3
- 4
- 5

Thursday

- 28
- 29
- 30
- 31
- 1
- 2
- 3

Friday

- 28
- 29
- 30

Saturday

- 28
- 29
- 30

Sunday

- 28
- 29
- 30

Notes

- 28
- 29
- 30

Legend:
- Family Events
- Church Events
- Community Events
- Other Events

Events:
- Church
- Family
- Community
- Other
Print New Leadership Lesson and Gene...
8 – 9 AM

Take Banners to Printer and buy another...
8 – 9 AM

Haircut
9 – 10 AM
Open Arms Cambodia, #87 St 155 Toul T...

Chuck, Zach, Soknov Meet
11 AM – 12 PM at Zach and Soknov’s H...

Chuck and Pheakdey Meet
12 – 1 PM at Stung Mean Chey Mall, Stu...

Samdy and Chuck Meet
1 – 2 PM at TSK Issues

Chuck Work at TSK Campus
3 – 5 PM

Leadership Institute
6:00 – 8:30 PM at TSK
15 KEYS TO MANAGE YOUR TIME

List
Make a Task List each week and prioritize your tasks according to Annual Goals.

Tidy
Keep your work place neat and tidy.

System
Create a system to file documents.
The “ABC” Method of Organizing Your Day

- The ABC Method is a powerful priority setting technique that you can use every single day. This technique is so simple and effective that it can, all by itself, make you one of the most efficient and effective people in your field.

- The power of this technique lies in its simplicity. Here’s how it works: You start with a list of everything you have to do for the coming day. Think on paper. You then place an A, B, or C before each item on your list before you begin the first task.
An “A” item is defined as something that is very important. This is something that you must do. This is a task for which there can be serious consequences if you do it or fail to do it, like visiting a key customer or finishing a report for your boss that she needs for an upcoming board meeting. These are the frogs of your life.

If you have more than one “A” task, you prioritize these tasks by writing A-1, A-2, A-3, and so on in front of each item. Your A-1 task is your biggest, ugliest frog of all.
Decide Your Secondary Tasks

- A “B” item is defined as a task that you should do. But it only has mild consequences. These are the tadpoles of your work life. This means that someone may be unhappy or inconvenienced if you don’t do it, but it is nowhere as important as an “A” task. Returning an unimportant telephone message or reviewing your email would be a “B” task. The rule is that you should never do a “B” task when there is an “A” task left undone. You should never be distracted by a tadpole when there is a big frog sitting there waiting to be eaten.
Decide Your “Level C” Tasks

- A “C” task is defined as something that would be nice to do, but for which there are no consequences at all, whether you do it or not. “C” tasks include phoning a friend, having coffee or lunch with a coworker or completing some personal business during work hours. This sort of activity has no affect at all on your work life.

- After you have applied the ABC Method to your list, you will now be completely organized and ready to get more important things done faster.
The key to making this ABC Method work is for you to now discipline yourself to start immediately on your “A-1” task and then stay at it until it is complete. Use your willpower to get going and stay going on this one job, the most important single task you could possibly be doing. Eat the whole frog and don’t stop until its finished completely.

Your ability to think through, analyze your work list and determine your “A-1” task is the springboard to higher levels of accomplishment, and greater self-esteem, self-respect and personal pride.

When you develop the habit of concentrating on your “A-1,” most important activity, you will start getting more done than any two or three people around you.
Print Lessons for Leadership Institu... Today
Take Banners to Shop Tomorrow
Order Fishnet Tomorrow
Video to TSK Teachers Today
Write Justin Manzey Tue Jun 27

SHOW COMPLETED TO-DOs