



Managing Your Time

- Know where you are heading and what is important to the success of your business
- Generate a “*Things To Do List*”
- Prioritise your actions

	Urgent	Not Urgent
Important	<ul style="list-style-type: none">• Crises• Deadlines• Meetings	<ul style="list-style-type: none">• Planning/Strategy• Empowerment• Recreation• Creativity
Not Important	<ul style="list-style-type: none">• Interruptions• Emails• Meetings• Projects	<ul style="list-style-type: none">• Internet Surfing• Time Wasting• Escaping• Avoiding

Is the next action I am taking moving my business forward?