

Ceiling on Desires

Time

Time

- The commodity that we all have equally at our disposal
- Everyone has 24 hours each day
- Wasted time is gone forever
- How do we budget time?
- How much of our day is unstructured or undefined?
- At what time of the day are we most productive?
- Are we a morning, afternoon or evening person?
- Is our “spare” time wasteful?
- How much time do we dedicate to idle and unnecessary activities?
- Do we budget appropriate time for sleep?
- What are the key spending areas of our time?

Review of Key Objectives and Critical Success Factors

What makes your time
usage unique?

What makes your time
usage effective?

What are your time
wasters?

Review key ways to
effectively use our time

How Did We Do?

Brief overview of our personal performance against each objective

- What makes your time usage unique?

How did we do?

- What makes your time usage effective?

How did we do?

- Review key ways to more effectively use our time

How did we do?

- What are your time wasters?

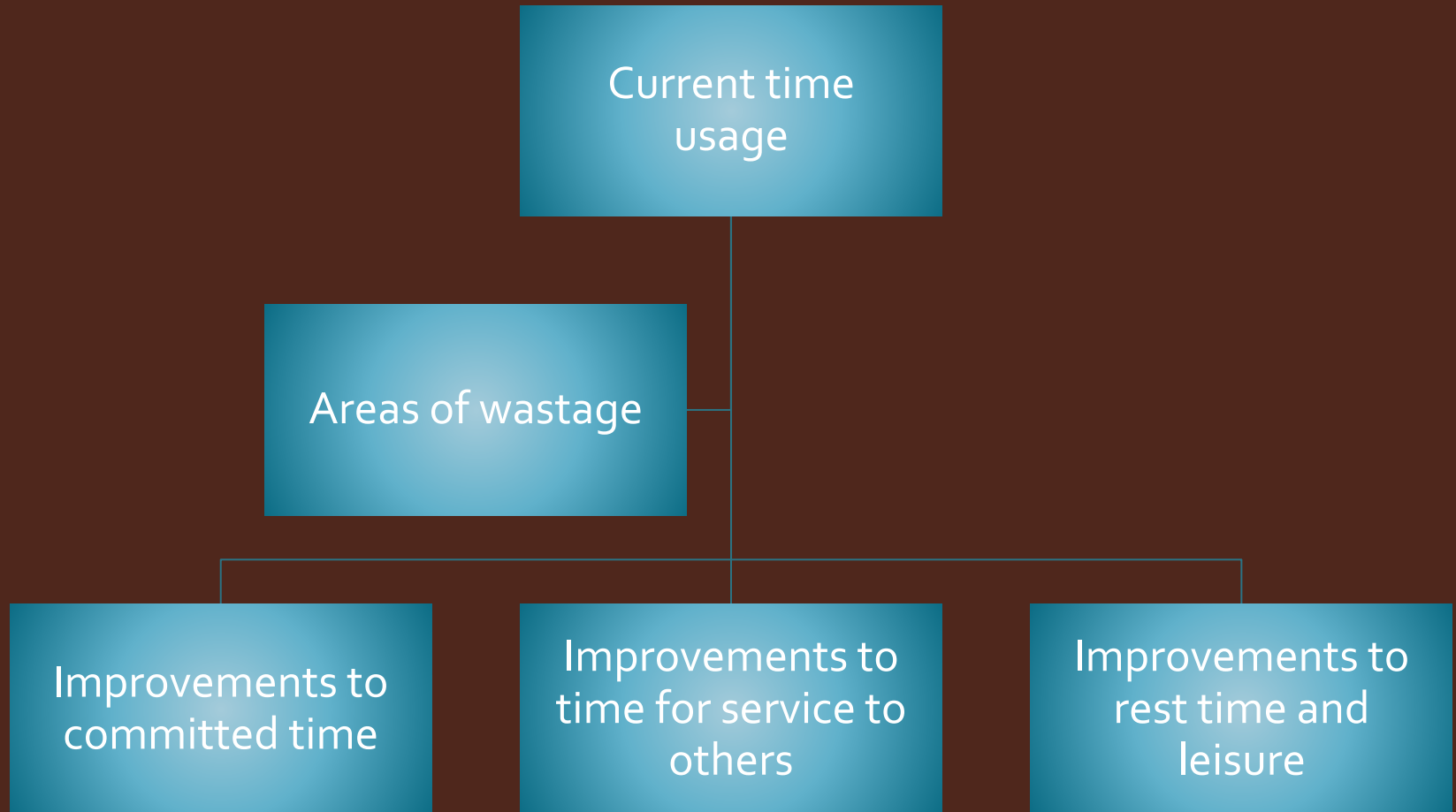
Review of Time Goals

Time
budgeting

Maximising
effective
time usage

What am I
prepared to
do?

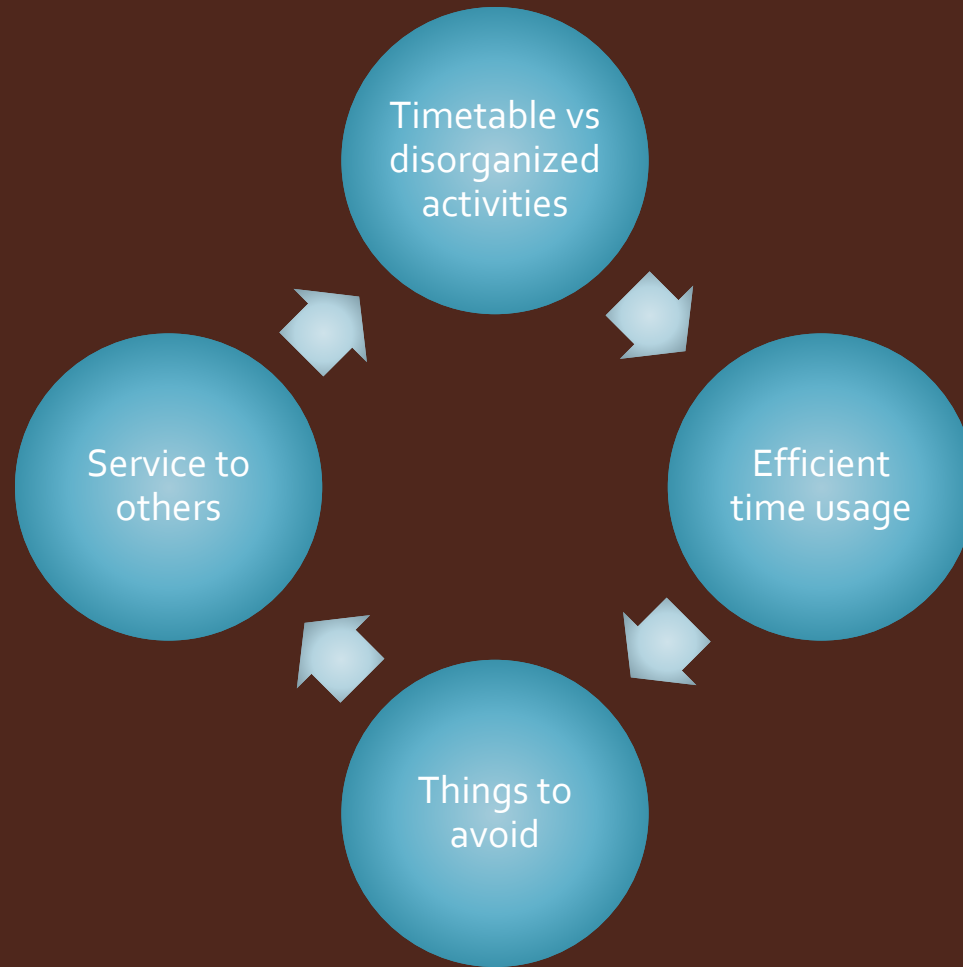
Time usage overview



Goals of time usage

- Summary of time usage
 - Duties/chores
 - Helping others
 - Rest & relaxation

Managing time



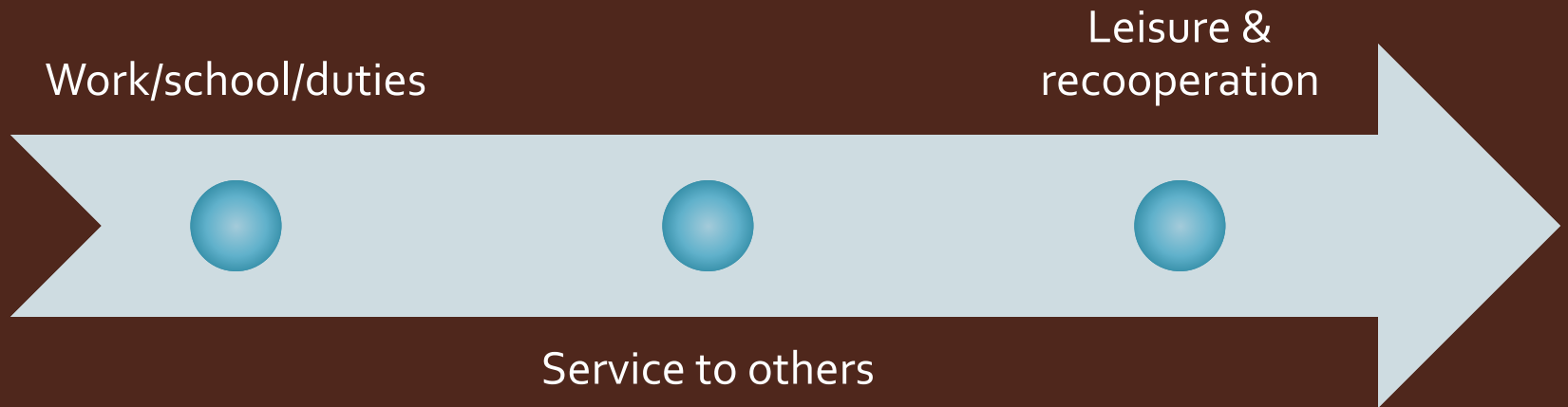
Key Time Wasting Areas



Avoiding another common time waster

- Do you plan activities and trips to maximize your efforts?
- Do you chose the quickest and most economical route, combining several errands at once?

Goals for Time Use



Summary

- How do we use time at present?
- Learning to prioritize
- Reiterate key improvements we could make