

**Time Management** - Using time to achieve and enjoy more fully in your work and life everyday.

**How It's Done.**

- More effective use of your time with people
- More effective use of your time on projects and related activities
- Knowing how to multi-task but not multi-people. People are not tasks.
- Understanding how to effectively use any planner/calendar/pda
- Fully focusing in the moment to maximize the value of the time invested in each relationship, project or activity

The attached visual illustrates the 5 core skills necessary to get more of what is important done in less time. The skills include:

**Better Use of Time in Relationships** – Quickly determining the most important actions to take now to create or improve on and off the job relationships.

**Better Use of Time on Projects** - Prioritizing the most important projects and related activities to act on now.

**Commitment and Follow Through** - Connecting priority decisions to specific calendar times and dates and making them happen. Prevent commitments from falling through the cracks.

**Focusing in the Moment** – Maximizing, through focus, the value of time, even small moments, invested in relationships, projects and activities.

**Clarity of Purpose** - Efficiently doing things is only valuable if you are doing the right things. Clarifying your way of living goals insures that you are accomplishing your most meaningful work and life objectives on a daily basis.

**The Results:** More achievement and enjoyment for you, your team and your organization, everyday, both on and off the job.

# The 5 Step Process™

*Driving Performance Through  
Personal Accountability and Commitment*

## 1. Way of Life Goals

Friends & Community

Self



Family

Work

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2. Relationship Step – TAP™

3. Project Step – PATH™

4. Commitment Step – WIN™

5. Focusing Step – AM & PM™

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