



Time Priority Management

Your Basic Guide to Really Understanding Time
Management

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Foreword

In our daily lives, time management is very important. It can help us prioritize, arrange and perform tasks effectively. Imagine doing something without a plan. Unfortunately, this is where many are today. Hopefully this short e-book will give a good place to start and help you accomplish your goals.

Chapter 1:

Time Management

Synopsis

Time management is something that we all deal with on an everyday basis. We all have many different techniques that we use consciously or unconsciously to help us manage our time. The question is, “Can we really manage time?”. We’ll look at this question and the other question and the other factors that go into “time management”.



The Basics

Probably the biggest enemy of time management is a nation...Procrastination! No matter how smart you are and how well you know about the tasks that you are working on, you cannot do it effectively if you are a “postponer”.

No matter how solid and good your goals are, they mean nothing if you don't actually act on them. Here are ways to start organizing your thoughts and get in motion.

1. Rank your tasks in order of priority. Once you have prioritized your tasks, put them on a schedule. Put a deadline or “completed by” date or time on each task.
2. Identify with method of tracking you will use. I use my smartphone as my tool. Most come with built in calendar and memo functions. But there are many free apps available that one could download and use. The traditional paper calendar and planner will work just as well. These tools will help you avoid forgetting some details and stay on track.
3. Identify your most productive time. For some people, the early morning is the best time of day when the mind is clearer and the sharpest. For others, it may be other times of day. Take time to rest at least six to eight hours daily to balance your activity; so that whenever you attach your goals, you will be well-rested and alert.

Chapter 2:

Project Management

Synopsis

When you actually look at the term “time management”, it’s really an oxymoron. You really can’t manage something that isn’t manageable. Time goes on regardless of how we try to manage it or manipulate it. What can we actually control? We CAN control the projects that we have to complete in time. Let’s look closer...



Identify Your Project

Effective project management involves understanding what it entails. Project management involves planning, organizing, acting and achieving specific objectives to accomplish a successful project. But how exactly are you going to ensure high chances of achieving a successful project? Below are some ideas on project management.

1. You have to identify your project scope. It is extremely important to know exactly why you are doing the project and what the overall projected outcome is. Understanding the big picture will help you to map out the steps necessary in completing the task.
2. Strategize a plan and take an inventory the resources you will need to complete this project. This is why determining the scope of the project is so important. You should be able to clearly define how much money you will need, what equipment to use, and how many and which people will be necessary for project completion.
3. If your project requires other people, this is time to set a meeting with all stakeholders. Since you've strategically chosen these individuals beforehand, this meeting should be productive. Each person will be assign a task in their field of expertise where they can function effectively while you are there as a resource and to make sure that the mission and vision of the project is carried out.

4. If the project does not require other people, this is time when you will actually start to implement the plan. With all of the groundwork done, it's action time. You've planned the work, now work the plan!

5. If you are leading a team, keep them informed about the development of the project including issues and problems as soon as you have spotted them. If you are flying solo, make sure to document the progress of the project and make necessary adjustments.

Chapter 3:

Staying Focused

Synopsis

This is the most important element of achieving success. In our fast-paced world we have many things that fight for our attention. We have to be deliberate and intentional about what we are doing and consciously aware of what is trying to distract us.



Remain Focused

Probably everyone reading this has had times when you were surfing the internet to only look up and several hours have passed. Facebook, twitter, YouTube, and many other sites are endless mechanisms of links after links that could lead to hours of non-productivity.

To increase the level of your control over your own attention, you have to constantly practice these steps:

1. Unplug! Yes, take a break (or drastically limit your time) from social media and other online attention hogs. You should approach the internet like I approach shopping. I know what I want before I go to the store. I go get it and get out as soon as possible.
2. Identify those that are keeping you productive and those that don't. Do you work better in solitude or around people?
3. Keep your mission and intention at the forefront of your mind.
4. Say no to everything that is not a part of what your overall mission is. Become comfortable with saying no.

5. Avoid doing nothing. The more you are idle, the more distracted you will be. I'm not saying not to take a break. But only break when it's break time.

Chapter 4:

Setting Priorities

Synopsis

Similar to setting projects, setting priorities is a very pivotal step of the process of accomplishing your plan. Prioritizing aids in focusing on one particular task at a time and giving it the appropriate attention and focus. If you can do that, your success rate drastically increases.



Prioritize

The initial step in setting your priorities is identifying and setting up your goals. As stated earlier, you cannot go any further without knowing the purpose of what you are doing.

1. Create a targeted plan that will help you achieve your goals as easy as possible.
2. Avoid overlapping by organizing your tasks and schedules. As stated earlier, there are a lot of methods and materials that you can use to help you arrange, classify and perform your tasks effectively.
3. Keep your focus and enthusiasm as it can help you do your job efficiently while enjoying what you are doing. Maintaining your motivation to achieve your goals is important because achieving something of worth is

draining. There will be times that you will feel tired and uninterested, if that happens, visualize how you will feel when the project is completed and hold on to that.

Chapter 5:

Setting Goals

Synopsis

This topic has been discussed and examined for years. It is so important because successful execution of this one skill could mean the difference in a fulfilled life or one that never gets off the ground. If you have never sat down and at least thought about your goals, today is the day to do it.



Accomplish Your Goals

Why do we need to set up goals and what do we get if we do so? It is the blueprint for your success and therefore, it needs careful consideration and planning.

A dream without action is useless thus; you have to have concrete plans in attaining your greatest dreams.

Below are some tips to help set appropriate goals:

1. Identify a target or goal. Make sure that it is something very important to you and something that has value.
2. Make your goals as (P)SMART(S) as possible (the P and S are silent). PSMARTS means Positive, Specific, Measurable, Attainable, Relevant, Timely, and make sure you Start.
3. Put them into writing. If you think it, ink it! This way you can determine which goals are important and which are less important.

4. Identify the necessary steps to accomplish your goals and stick to them.

Chapter 6:

Put It Into Action

Synopsis

I have a friend that I am in meetings with about twice a month. He could give a clinic on how to run a meeting. He's agenda oriented and time conscious. At the end of every meeting he makes sure that there are action items attached to each topic discussed - who is going to do what and by when. You may be wondering what steps to take to start thinking the way you should. I'm going to share with you some ideas, but the responsibility is yours to take action.



Begin Implementing

A plan without action is just an idea. However, if you apply the right actions to your plan you will find the set goals attainable and realistic.

Follow this formula for success: Set + Move = Be. Set your goal, move into action, and become what you desire. Below are useful steps in implementing set goals.

1. Be persistent in pursuing your goals. Every single day, you should do at least one thing that gets you closer to achieving your set goals.
2. Don't be overwhelmed by the big picture. Perform one step at a time. By effectively focusing on one small step at a time, you will be able to achieve bigger results while minimizing the chances of making missteps.
3. Continuously examine and re-examine your plans and make adjustments when necessary. Check your progress so that you will be able to see what is lacking and address it right away. Always perform self-evaluations of how you are doing and what changes need to be made.

Chapter 7:

The Benefits

Synopsis

This idea of priority management implies proper distribution of your time on things that matter and are urgent. Therefore, those who fail to manage their priorities properly might end up unsuccessful or encounter chaos in the process of achieving their goal.



Achieve Success

There are many benefits of priority management but the greatest of all benefits is superior productivity. Furthermore, it gives you more confidence that you will be able to hit your target. As a result, the goals are likely to be met and the task becomes less stressful knowing that you have control over things.

Below are the most a few benefits of good priority management:

1. **More control** - This is because when you are able to plan out and schedule your priorities properly, you work with order. And if ever you have to make adjustments, they can be easily made and executed.
2. **Productivity** – The number one objective in accomplishing tasks is productivity. Good priority management can help you stay focused and concentrated on the task at hand,

3. **Confidence** - By knowing that you have a concrete plan to follow, you are confident that you will succeed in what you are doing. Every day while you are diligently following your to-do-list, you already know for a fact that you will be able to reap the fruit of your labor. So as you progress with your task, you also develop your confidence.

For more information in D. Peterson's projects and training please visit: www.dtpeterson.com

