

## HOW DO YOU GET EVERYTHING DONE WITHOUT BEING OVERWHELMED?

We all have a certain level of need to control our:

- Environment / Space
- Calendar / Day
- Schedule / Hour



## CREATE A STRATEGIC PLAN

- Mission Statement
- Core Values
- Vision Statement
- SWAT Analysis: Strengths, Weaknesses, Opportunities, and Threats
- Objectives: Long-term and Short-term
- Action Plan
- Funding Stream—Funds in and Out

## TO ORGANIZE YOUR LIFE, YOU HAVE TO IDENTIFY THE PROBLEM AREA'S AND ADDRESS THEM ONE AT A TIME.

Time is precious.

Learn to appreciate it.

Make life fun.

Too much of anything causes stress.

Learn to choose wisely.

## HOW MUCH CAN YOU DO IN 24 HOURS?

Work responsibilities: 8—10 hours

- Meetings
- Paperwork
- Networking
- Lunch
- Travel Time



Personal Responsibilities 10—12 Hours

- Home Maintenance
- Meals
- Family Responsibilities

Rest 6-8 Hours

How can we make the most of 24 hours?

## FOUR TIME MANAGEMENT STYLES:

- Fire Fighter: Run off adrenaline, crisis, and memory.
- Gardner: Lives by lists and piles.
- Sportsman: Lives by the calendar.
- Executive: Lives by a daily planner with the big picture in mind.

## A CALENDAR IS YOUR FRIEND

Link to your phone, computer, tablet

- Monthly, Weekly, Daily

Color Code Priorities:

- Now, Today, This Week, Later, Pass

## WHEN STUFF IS OVERWHELMING

Learn to purge: put away, throw away, give away

## PRIORITIZE:

- Good
- Better
- Best



Everything we do has an opportunity cost. It costs time and / or money to accomplish anything.

Identify what is most important to you or your company.

## HOW DO YOU IDENTIFY WHAT COMES FIRST?

Ask yourself a series of qualifying questions.

## CONTROL YOUR FINANCES BY CREATING A BUDGET.

Write every expense down.

Track your spending by daily, weekly, monthly, quarterly, and yearly.

What did you actually spend compared to your goal?

## YOU HAVE TO HAVE GOALS:

- Financial
- Personal
- Career
- Family
- Physical
- Educational



## LEARN TO SAY NO

- Only you have the ability to control your schedule
- If you don't take the time to take care of yourself, you will burn out.
- Do you love what you do?
- How long do you plan on continuing the way things are?
- Can you continue doing this for five years or longer?
- What are you personally giving up?

## SIGNS OF BURNOUT

- Chronic fatigue
- Difficult breathing
- Lack of concentration
- Anger
- Critical
- Withdrawn
- Depression
- Helpless
- Headaches
- Stomach Ache
- Crying
- Overeating



## LEARN HOW TO PUT THINGS INTO PROPPER PERSPECTIVE.

Take a personality profile test to identify your strengths and weaknesses

- Help someone in need
- Find a hobby
- Exercise
- Find a friend
- Seek professional help
- Keep a good days journal



# Time Management

How to prioritize what comes first.

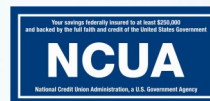


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