



Your savings federally insured to at least \$250,000 and backed by the full faith and credit of the United States Government

**NCUA**

National Credit Union Administration, a U.S. Government Agency

# TIME MANAGEMENT

HOW TO PRIORITIZE WHAT COMES FIRST





# 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

How many things can you juggle at one time and do it well?

# CREATE A STRATEGIC PLAN

- Mission Statement.
- Core values.
- Vision Statement
- SWAT Analysis: strengths, weaknesses, opportunities, and threats.
- Objectives
  - Long Term Goals
  - Short Term Goals
- Action Plan
- Funding streams.





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 hrs.
  - Meetings
  - Paperwork
  - Networking
  - Lunch
  - Travel time
- Personal Responsibilities 10-12 hrs.
  - Home Maintenance
  - Meals
  - Family Responsibilities
- Rest 6-8 hrs.

If we only have 24 hours, we have to make the most of it.





## FOUR TIME MANAGEMENT STYLES

Fire fighter= You run off adrenaline, crisis and memory.

Gardner= You live by lists and piles.

Sportsman= You live by the calendar.

Executive= You live by a daily planner.





Monthly  
Weekly  
Daily

Color code priorities

Now

Today

This week

Later

Pass

Link it up your calendars

# A CALENDAR IS YOUR FRIEND

MONTHLY, WEEKLY, AND DAILY SCHEDULE



When is enough, enough.

Too much stuff makes you feels overwhelmed.

Too many activities makes you feel exhausting.

Too much food makes you feel bloated.

Too many meetings make you feel unorganized.

Too much makes you feel you are not enough.

# WHEN STUFF IS OVERWHELMING

LEARN TO PURGE: PUT IT AWAY, THROW IT AWAY, GIVE IT AWAY.



# PRIORITIZE

- Good
- Better
- Best

Everything we do has an opportunity cost.

It costs time and / or money to accomplish. Identify what is most important to you or your company.





## HOW DO YOU IDENTIFY WHAT COMES FIRST

- Does it have a deadline?
- Is it life or death?
- Will you lose money if it is not done?
- How long does it take to complete?
- Do you need help from someone else?
- Can it be passed to someone else to do. If so, will they do it right?



# My Budget Worksheet



Expenses	Monthly	Quarterly	Yearly	Goal	Actual Spending	% Of Income
Housing						
Auto						
Insurance						
Home/ Auto						
Health / Life						
Insurance						
Phone/ Cell Phone						
Internet						
Utilities -Electric and gas						
Vehicle Gas						
Home Repairs						
Food						
Clothing						
Hobbies						
Entertainment						
Gifts						
School/ Daycare						
Credit Card						
Misc.						
Totals						

Federally Insured by NCUA. Membership Eligibility Required.

TAKE CONTROL OF YOUR FINANCES.

CREATE A BUDGET.

Write everything down in a spending journal.

Keep track of what you spend:

Daily

Weekly

Monthly

Quarterly

Yearly

What did you actually spend?

What was your spending goal?





## My Goals



Goal	Monthly	Quarterly	Yearly	3 Year	5 Year	Achieved
Financial						
Physical						
Career						
Family						
Personal						
Education						

# WRITE DOWN YOUR 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, ten years, longer?

What are you personally giving up to do it?



## 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 PROPER 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.





## DAVINE CONOVER

BUSINESS DEVELOPMENT SPECIALIST

E-MAIL: [DAVINE@OZARKFCU.COM](mailto:DAVINE@OZARKFCU.COM)

PHONE: 573-686-7221

ADDRESS: 2438 KATY LANE

POPLAR BLUFF MO 63901

