

# Time Management & Personal Organization



# Things getting out of control?



# What poor time management does to you

- Stress
- Reduced performance
- Tensions with others
- Sickness
- Long-term effects can be as serious as damaged relationships or missed career opportunities

If you still have doubts

- Name the disadvantages of planning!
- Name the disadvantages of prioritizing!
- Name the disadvantages of being organized!

# Assessment of your typical week

- Review of all your tasks.
- Review of their level of urgency and importance.
- Routine tasks vs. non-regular tasks.
- Score system allowing direct visual identification of bottlenecks

# Identification of internal & external factors

- Listing of factors
  - Internal: Why? When
  - External: What? Who? When? Where?
- Rating the level of independence

# Defining the actions

- Listing of objectives following SMART approach
  - Specific
  - Measurable
  - Ambitious
  - Realistic
  - Time-bound
- Naming a “sponsor” for each objective



## Follow-up & conclusion

- To happen within 1 month after finalization of the action list.
- Review of the objectives defined in the action plan.
- Review of possible modification of the implementation process.
- Evaluation of further needs.



# Remember

- Good time management and good organization:
  - Free you time (lots of it)
  - Reduce stress
  - Increase your performance
  - Make you happier
  - Allow you to do more and better things

Interested?



Then make the time to contact us at:  
[info@happyfuturegroup.com](mailto:info@happyfuturegroup.com)

