



AYOTEOA
International



aglesmind
Discussion

TIME MANAGEMENT MASTERCCLASS

24 JUNE 2022

“

Time Management Quotes

Lost wealth may be replaced by industry, lost knowledge by study, lost health by temperance or medicine, but lost time is gone forever.

SAMUEL SMILES

“

Time Management Quotes

Many people take no care of their money till they come nearly to the end of it, and others do just the same with their time.

GOETHE

“

Time Management Quotes

You may delay, but time will not.

BENJAMIN FRANKLIN

“

Time Management Quotes

You may get good at one of two things. Planting in the spring or begging in the fall.

JIM ROHN

What is Time?

1. Time is Life
2. Time is a small fraction of eternity
3. Time is Money
4. Time is Knowledge
5. Time is Love, Family and Relationship
6. Time is Everything

VITAL FACTS ABOUT TIME

1. Everybody has equal time
2. God is the giver of time
3. Time cannot be paused, stopped, or rolled back
4. Time is Money
5. Time is Life
6. You cannot have time for anything except you create time for it
7. Your success in life is hinged on your ability to manage time

WHAT TO DO WITH TIME

- **WASTE TIME**

This is what foolish people do

- **INVEST TIME**

This is what wise people do

- **SPEND TIME**

This is what average people do

TIME MANAGEMENT

Time management is the process of consciously planning, spending, investing time purposefully, productively and wisely.

TIME MANAGEMENT TIPS

1. Create your successful morning routine (meditation, prayer, reading)
2. Create a daily to-do list (must align with your goals)
3. Focus on the most important tasks of the day
4. Set deadlines on the tasks
5. Delegate tasks when necessary
6. Batch your tasks
7. Avoid procrastination

TIME MANAGEMENT TIPS

8. Learn to say No when necessary
9. Use the 2-minute rule
10. Avoid social media, phone distractions
11. Schedule your time for the entire day using softwares and Technologies
12. Be purposeful about meetings (both formal and informal)
13. Practice concentration and focus
14. Increase your energy - sleep well, good food & diet, and exercise
15. Know yourself - define your most productive time of the day
16. Seek mentorship and guidance when needed

THANK YOU

