**Time Maximization is…**

***Your ability to be mentally strong to focus on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and***

***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ solutions, especially when things get \_\_\_\_\_\_\_\_\_\_\_\_\_\_ !***

***OR***



***So* \_\_\_\_\_\_\_\_\_\_\_\_\_\_ *to do…. So \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ time!***

**Consequences**

Misuse of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ deadlines

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ increases

Reliability \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Why We Procrastinate**

Lack of \_\_\_\_\_\_\_\_\_\_\_\_ for the job Task is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

There is always \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Rather do ‘\_\_\_\_\_\_\_\_’ than ‘that’

**Procrastination Busters**

Identify what you \_\_\_\_\_\_\_\_\_ to move forward

Imagine \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the task and how you will \_\_\_\_\_\_\_\_\_\_\_\_

Envision a \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ to build \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Time Savers**

Plan and schedule your work

Prioritize tasks

Break it down

**Maximizing Time**

Phone calls

Emails

Asking and Answering Questions

Talking with Co-workers

Meetings

**The Five P’s of Effective Organization**

P \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

P \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 P \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

P \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

P \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Your Plan of Action**