

Take Back Your Day: Managing Time, Voice Mail and E-Mail



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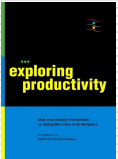


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Austin, Texas

Past President

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Did you know that...

- In the last 20 years, work time has increased ____% and leisure time has decreased ____%.
- ____% of Americans polled said their lives were busy and ____% said they were too busy for comfort.
- Office workers waste ____ hours per week just searching for and sorting paper = ____ hours/yr. = ____ weeks.
- Average worker spends more than ____% of their time sending and receiving messages.
- Over ____ billion e-mail are sent every day worldwide.



Barry's Golden Rule # 2

Time Management is nothing more than...

_____ Management



Maximize Your Productivity

- Handling _____
_____ efficiently
- _____ your work
- _____ your work
- _____ your time
- Ongoing _____



Time Management Tips

- Be _____—not reactive with your time.
- _____ your day. Set _____ for your time.
- _____ on and _____ your priority tasks.

8 am – 9 am
9 am – 11 am
11 am – noon
Noon – 1 pm
1 pm – 2 pm
2 pm – 4 pm
4 pm – 5 pm



- _____ other people's time.

Time Gem # 1

80% of our _____
_____ come from 20%
of our _____.

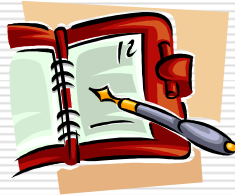


Time Gem # 2

What is the _____
_____ right **now**?



A "To Do" list is not a commitment to do anything...



Multitasking Makes You Stupid

Studies show that multi-tasking:

- Impacts _____
- Reduces _____
- Decreases _____
- _____
- Creates _____
- Contributes to _____



When You Get Interrupted...

Ask yourself if what they want is:

- _____
what you are working on?
- _____
what you are working on?



Why Am I Always So Overwhelmed?

- Setting _____
- Over-promising _____
- Don't know how or when _____
- Don't have _____
- Spending _____
- Don't _____
- _____ too much

Why Don't I Delegate More?

- I don't _____
- I can't figure out _____
- I can't figure out _____
- I need to _____
- I'm not sure _____
- I've got to _____
- _____

Overcoming Procrastination

- Set _____ in planner
- Break _____
- List _____
- Why _____
- Just _____
- Get _____
- Don't _____
- Decide _____



Time Gem # 3

Workaholism is _____



CRASH Course in Self Management

- C _____
- R _____
- A _____
- S _____
- H _____



What Creates E-Mail Slavery?

- Expectation of _____
- Expectation of _____
- Notion that e-mail is _____
- _____
- _____



E-Mail Management

- Limit _____
- Limit _____
- Limit the number of _____
- _____
- _____
- _____
- _____
- _____
- _____



The Art of Wastebasketry®

- Does it _____?
- Is it _____ to be useful?
- Is it _____?
- Are there _____?
- Can I _____ for it?
- What is _____?
- _____?

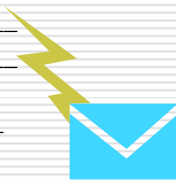
E-mail Do's

- Make _____ relevant
- Get _____
- Answer _____
- Use _____
- Be extra _____
- Use _____ and frequent _____ for easy reading
- Use _____ when _____ a lot of people



E-mail Don'ts

- Don't _____ e-mail until _____
- Don't use _____
- Don't use _____ unless you need to
- Don't use _____
- Don't send e-mail when you're angry



Phone Management

- _____ telephone calls.
- _____ receiving and returning telephone calls.
- Learn how to _____
- Be specific _____
- Use _____ to your advantage.



Self Management requires...

- Clear _____
- Designated _____
- Positive _____
- Appropriate _____
- Ongoing _____



Barry's Golden Rule #3

The key to any good
_____ management system is....
create _____



For more information, please contact...



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