On behalf of Vision Expo, we sincerely thank you for being with us this year.

Vision Expo Has Gone Green!

We have eliminated all paper session evaluation forms. Please be sure to complete your electronic session evaluations online when you login to request your CE Letter for each course you attended! Your feedback is important to us as our Education Planning Committee considers content and speakers for future meetings to provide you with the best education possible.

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Mohamed E Ganem
Has no financial
interests to disclose

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Time Management training:
Be More Effective. Achieve More.

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Regional Director / Corporate Trainer

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The Agenda

- Introduction
- Explain time management and its benefits
- Describe the various elements of time management
- Explain the principles of time management
- Explain the various time management styles
- Explain the steps for managing your time and the tools to use
- The urgent and the important. The action-priority list
- To multitask or not to multitask
- Free at last free at last
- Closing and questions

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What is time management?

The art of organizing, arranging, scheduling and budgeting one's time for the purpose of productivity and efficiency is known as time management

Time management requires exercising conscious control over the time spent on a specific task. One has to be focused on maximum efficiency and productivity in order for one to be effective

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The benefits of time management

There are many benefits to time management

- Increased productivity
- Reduced overall stress
- Improved self-esteem
- Great work and life balance
- Prevention of panic in time of increased workload
- Increased productivity and fulfilling task on target
- The achievement of goals quickly and easily
- Increased energy and competency for achieving success

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Importance of time management

- Efficient planning
- Efficient scheduling
- Prioritization
- Self-disciplined and organized
- Above all HAPPY

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Why time management? Why should you care?

- Can you answer YES to the following questions?
- Do You feel that you could be more organized or more productive?
- Are you very busy all the time, yet nothing gets accomplished?
- Do you wish the day was 48 hours?
- Do you feel over stressed with your full schedule?
- Do you feel that you have no time for yourself or your family?
- Do you remember the last time you achieved 100% of your tasks with time to spare?

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If you answered YES to any of the previous questions, I am sorry to inform you that you have time management issues.

Real Time verses clock time

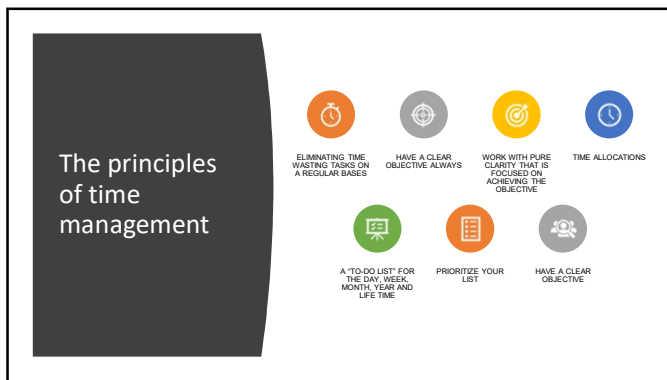The one hour spent at the dealer waiting for the oil change versus 3 hours at the movie

The various elements of time management

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The principles of time management

| Being aware of your time |
| Being aware of wasted time |
| Being aware of your priorities |
| Self-management |
| Personal resources management |
| Goal oriented |
| Accountability |
| Planning |

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The principles of time management

ELIMINATING TIME WASTING TASKS ON A REGULAR BASES

HAVE A CLEAR OBJECTIVE ALWAYS

WORK WITH PURE CLARITY THAT IS FOCUSED ON ACHIEVING THE OBJECTIVE

TIME ALLOCATIONS

A "TO-DO LIST" FOR THE DAY, WEEK, MONTH, YEAR AND LIFE TIME

PRIORITIZE YOUR LIST

HAVE A CLEAR OBJECTIVE

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The principles of time management
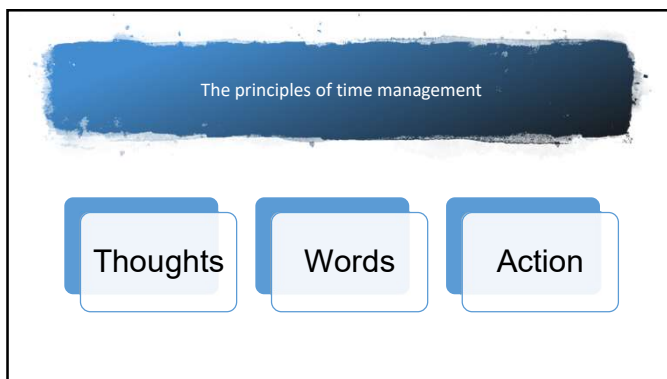
Thoughts   Words   Action

12

The various time management styles

ACHIEVEMENT   CASUAL   CRISIS   PRECISION   SOCIAL

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Achievement

- 🔑 Dependable
- ✋ Doesn't say no to anyone
- 🧍 Overwhelmed
- ✔ Can't finish all tasks
- 🧠 Can't remember everything

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Casual

- 🧠 Procrastinator
- 💨 Creative
- ⏱ Lost track of time
- 📋 It will get done
- 🦉 Deadlines are for the birds

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Crisis

| THE SKY IS FALLING | TOO MANY PROJECTS, TOO LITTLE TIME | WHY CAN'T I GET EVERYTHING DONE? | WORKS UNDER PRESSURE | MEETS DEADLINES | VERY STRESSED OUT. |

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Precision

- Perfectionist
- Consistency
- Quality
- Expensive
- Detail Oriented
- It is taking so long

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Social

- More talk than action
- Where did the time go
- Excellent communication skills
- Great ideas
- Long-winded conversations

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Slide 19

Steps for managing your time and the tools to use

🎯	Set goals
🖥	Have a plan
⏱	Have a timeline
🔧	Revisit and revise your plan.
🦗	Accountability
✖	Use all available tools
🖥	Computer, scheduler, and the latest technologies.

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Slide 20

The urgent, important and your action-priority list

Flowchart for Delegation Decision

You can use the following flowchart to come to a decision whether the task can be delegated.

Does this NEED to be done? — **NO** → Resist & Stop (Dump)
↓ **YES**
Consider Delegating ← **NO** — Does it need to be done by ME?
↓ **YES**
Plan and … ← **NO** — Does it need to be done NOW?
↓ **YES**
DO IT!

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Slide 21

To multitask or not to multitask

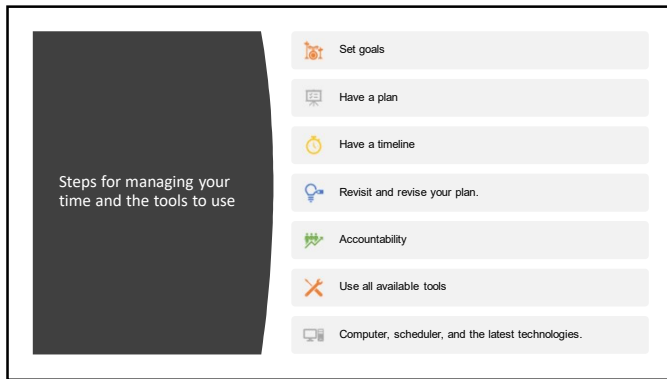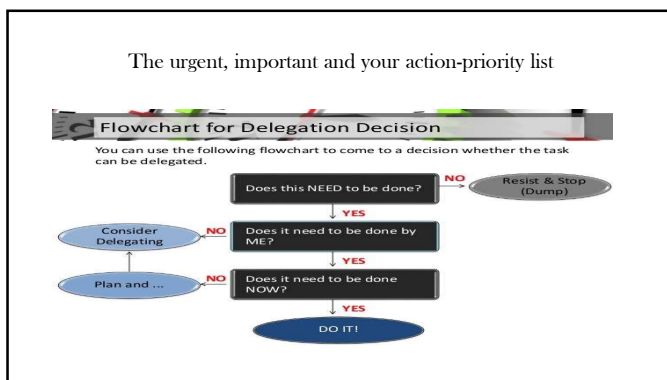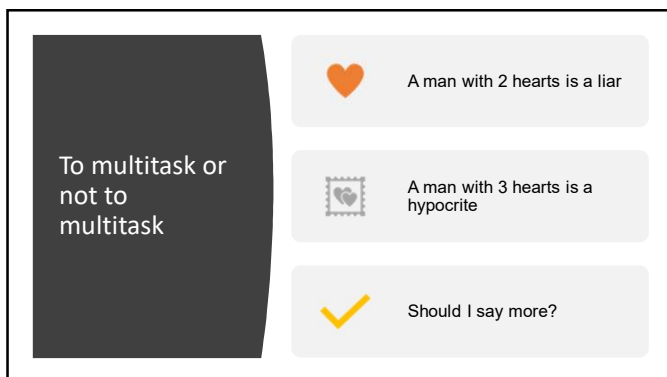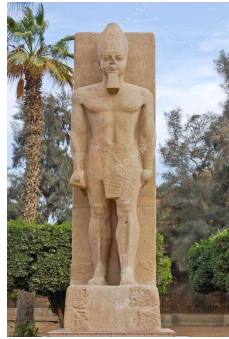|	
❤	A man with 2 hearts is a liar
✉	A man with 3 hearts is a hypocrite
✔	Should I say more?

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Conclusion

Time for work, time for family,
time for friends and
Time for me. I'm free at last

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Questions?

- **adaptiveconsultingco@gmail.com**
- **(352) 573-5958**

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