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The Messenger

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A Letter from Keith

What is time management? It is organizing your daily activities to accomplish work on priority tasks. This sounds so easy, doesn't it? However, for many people, this is one of the hardest things to do. Many think it will take too much time to plan their time. They do not see the need to make changes. It is easier to run things by the seat of their pants. And, frankly, many do not really want to see how many of the must-do items were missed that day.

There are several reasons for planning your day. Putting it on paper lets you see how you are spending time each day. Setting time aside to reach goals allows for focused concentration. Planning your day helps you schedule with others who are supporting some of your plans. It segments your thoughts to periods of time, which destresses your mind. To begin taking control of your time, we will show you five steps to follow.



Take Control of Your Time

- 1. Treat yourself to a quiet place where you are not disturbed to begin planning your day.** A period of uninterrupted concentration provides time for analysis, planning, and organizing. You will think more clearly.
- 2. Chart out all organizational core objectives.** This will provide you with focus. Know where you are and where you are going. Be decisive; it is a good habit to have.
- 3. Create a must-do list for each day.** This will allow you to segment the tasks. Make lists as part of your planning time. There are several types of lists: customer satisfaction list, client needs list, to-do list for others, reminder list, follow-up list, call list, etc. Choose one or more that meet your needs.
- 4. Remember to schedule catch-up time for those unexpected hurdles.** Expect the unexpected! Things do not always go the way we want. Life is filled with interruptions and unplanned events. It is good to have a goal and a plan to accomplish that goal, but we must always be flexible and willing to make adjustments along the way.



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Take Control of Your Time cont.

5. **Select a daily planning tool to assist you.** Look for something that will provide structure to your chaos. Choose planners, calendars, and/or technology which match your personality and needs. Sometimes it's just a list written on a piece of paper. Pick something that is easy and practical for you to use. Unless the tool is beneficial for you, it will only add to the unorganized clutter on your desk.

Once you have begun taking control of your time, be on guard against the "time robbers" out there. Many are self-imposed and come from individual or personal reasons. We fail to plan. We have no self-discipline. We neglect to delegate. We procrastinate. We have a negative attitude. We are just plain ole tired.

Other "time robbers" are not of our own doing, but are inherited. These come from the organization, a supervisor, or a co-worker. Examples of inherited "time robbers" are bureaucratic red tape, unproductive meetings, goal and priority conflicts, lack of training, mistakes, and slow authority.

Regardless of the source, we must be aware of all of these "time robbers" and make a concentrated effort to not let any one of them disrupt our productive day.

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Dec 5-8	St. Louis, MO

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YOU PASS OR WE PAY

Truth

Many are the plans in the mind of a man, but it is the purpose of the Lord that will stand.
Proverbs 19:21

Walk in wisdom toward outsiders, making the best use of the time.
Colossians 4:5 ESV

I owe all my success in life to having been always a quarter of an hour beforehand.
Horatio Nelson
(1758-1805)
Vice Admiral of the Royal Navy

STUDENT Spotlight

We want to recognize students who have successfully passed the PMP® Exam.

Congratulations, Julia Marie King!

What is a hidden talent that you have?

Xbox Connect Dance Games

How do you think the PMP® Certification will help your career?

Marketability

What was the best thing about the PMP® Exam Prep Boot Camp?

Receiving structured tools and templates that were part of the “brain dump” when taking the exam.

Please write a recommendation about our class.

I recommend The Mathis Group’s PMP® Exam Boot Camp as the first and final step towards passing the test! This class provides the most recent, accurate, and effective learning tools to prepare you for the exam. This Woman Owned Small Business is professional, friendly, sincere, and far exceeded my expectations!

What was the most challenging thing about the Boot Camp?

The short duration allotted to get through the massive amount of materials.

What is your favorite food?

My husband’s cooking

What is your favorite movie?

Failure to Launch

Just For Fun

Teacher Funnies

With school starting back up, I reached out to some of my teacher friends to hear about some of the funniest things they’ve heard from students.

We had a kid in kindergarten try to write numbers from 1-100. He skipped several numbers in the middle. When his teacher asked him about those numbers, he said, “I didn’t forget them. I wrote those with my invisible pencil.”

During art class, a kindergartener using a sharpie marker sniffed and said, “This marker makes my nose taste funny.”

During a high school math test, there was a question about a carpenter building a cabinet and needed the corners to be square. I don’t remember what the exact question was, but a student wrote “Jesus” as his answer. His reasoning was “Jesus is always the answer and it’s a carpenter so it fits.”

One year at recess, another teacher and I were talking about hair care products. I mentioned that I really like the smell of the hairspray that she had used. Two boys walked by as we were talking, one of whom happened to be that teacher’s son. He said, “Well, I know where she buys her stuff. She buys it from Victoria’s Secret.” The other little boy turns to him and asks, “I wonder what Victoria’s big secret is?” The teacher’s son replied, “I don’t know, but it must be a big deal because Dad always blushes when we go by.”

In a high school choir class, the students were rehearsing the National Anthem to sing at a basketball game. One freshman raised his hand and asked what the word “Dawnsearly” meant! It took the teacher a little while to realize that he was talking about “Dawn’s Early Light”.

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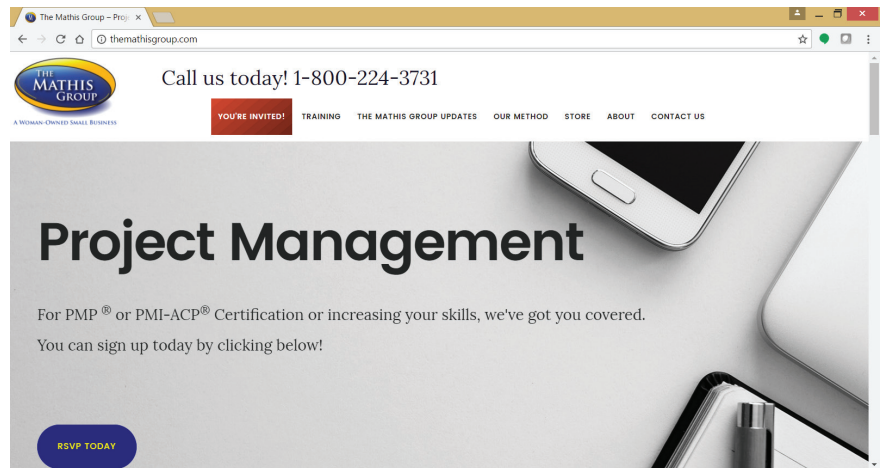
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We will create a course to fit the needs of your organization.

Sample courses on Time Management:

- Project Time Management
 - Time Management:
Controlling Your Time
- What Makes Your Organization Tick
 - Mastering Project Management



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