

# Time Management

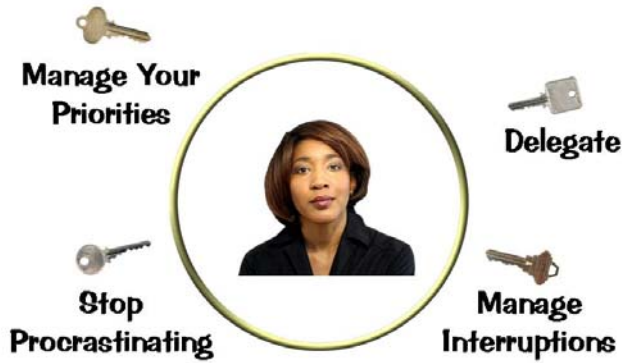
*Is an ATTITUDE*



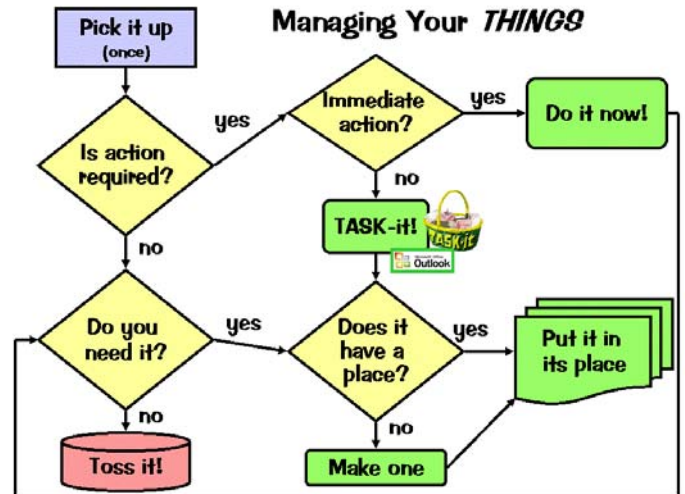
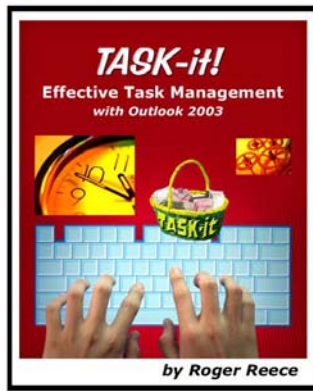
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Presentation by Roger Reece & Buford P. Fuddwhacker  
October 23, 2007 – Myrtle Beach  
SCWCEA Educational Conference on Workers' Compensation

# 4 Keys to Effective Time Management



## Free Priority Management Tool



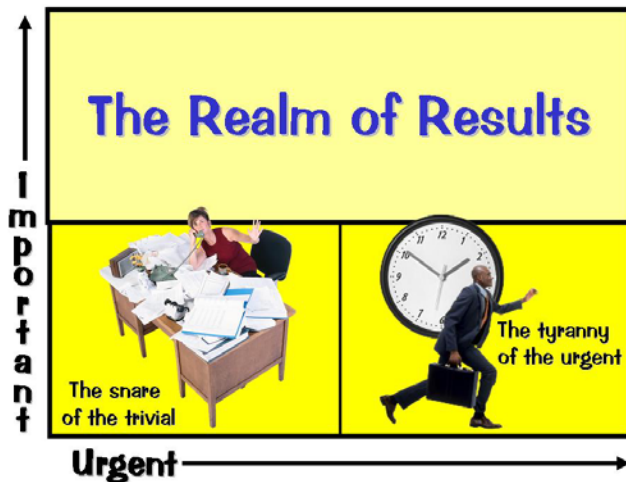
## Your brain needs *Help*



# Candidates for Delegation

## (Tasks, Projects, Responsibilities)

Task, Project or Responsibility (Describe)	Best person for the job (why?)	My Expectations (results)	Authority Delegated (& not delegated)
1.			
2.			
3.			
4.			



### The 30-minute New Project Jumpstart



# Time Management is an Attitude

## *Personal Productivity Action Plan*

Area for Improvement:

Actions:

- 1.
- 2.
- 3.

Area for Improvement:

Actions:

- 1.
- 2.
- 3.

Area for Improvement:

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Time Management  
is an  
**Attitude**

