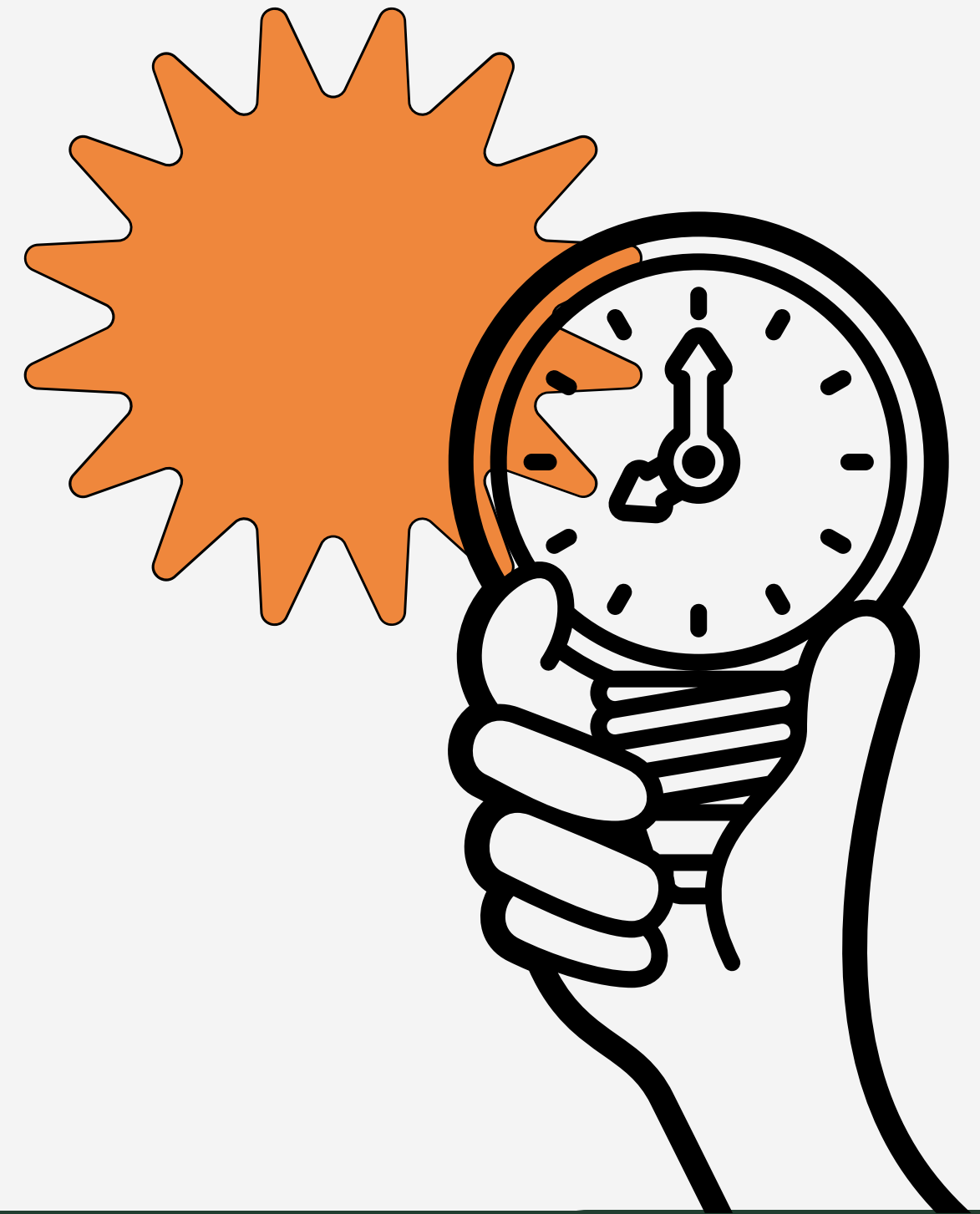
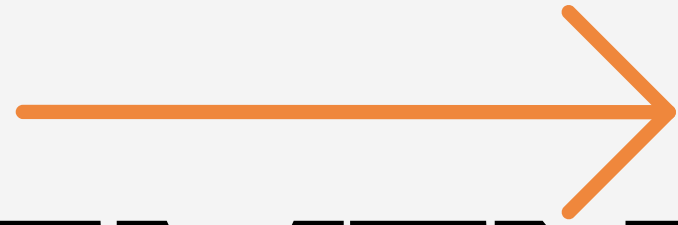


THE 4 P'S OF TIME MANAGEMENT



WHAT IS TIME MANAGEMENT?

 The Process of Directing 

HOW MUCH TIME IS SPENT ON
CERTAIN ACTIVITIES.



EFFECTS OF POOR TIME MANAGEMENT

- Poor quality of work
- Sleep deprivation
- Poor work-life balance
- Poor working relationships
- Low energy/declining health
- Burnout
- SO much more

SO...WHAT ARE THE 4 P'S OF TIME MANAGEMENT?

Prioritizing
Planning
Productivity
Positivity





PRIORITIZING

Completing essential tasks first while allowing time for other activities

HOW DO I EVEN BEGIN TO PRIORITIZE?

DELETE

Say no to non-vital tasks. Really...it's okay to say no!

Delegate

Reassign tasks that don't require specific knowledge or skill

DEFER

What does not need to be done in the next 24, 36, or 48 hours?

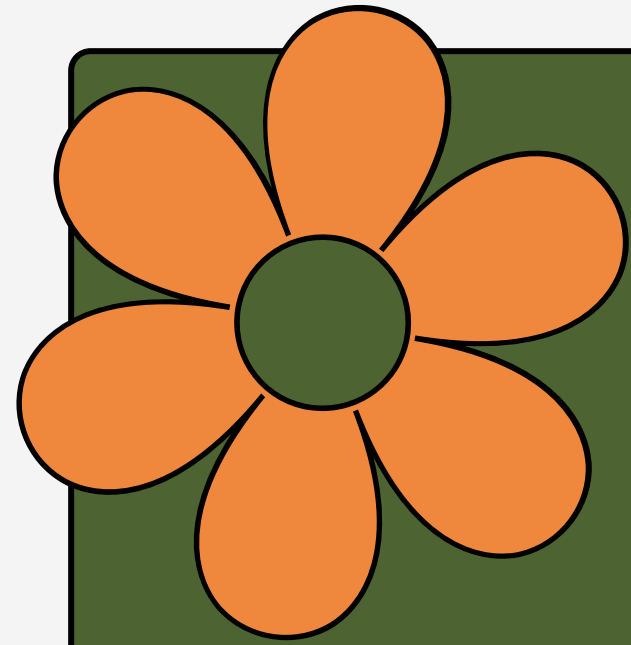
Do

Start on your list.



PLANNING

Carefully organizing your tasks



Planning tips

Create a detailed schedule (and stick to it!)

Break your tasks into smaller pieces

Set goals for each task






PRODUCTIVITY

Utilizing time effectively, and efficiently to complete tasks

INCREASING PRODUCTIVITY

- 
- Listen to music or audiobook
 - Make a list and check things off as you go
 - Take breaks
 - Don't let yourself get too hungry
 - Remembering your "why"





POSITIVITY

Keeping the right mindset



WHY SHOULD I STAY POSITIVE IF IM DROWNING?



Positivity increases productivity by creating an enjoyable work environment for you and colleagues. When you enjoy what you do, even the hard times are worth fighting through.