



**SUCCESSFULLY MANAGE YOUR
MOST PRECIOUS ASSET -
TIME**



**April 30, 2010
Kevin Karschnik
Moderated by Gary Jesch**

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Console Call



Our Guest Speaker
Kevin Karschnik
iSpeak



Moderator
Gary Jesch
Console Call



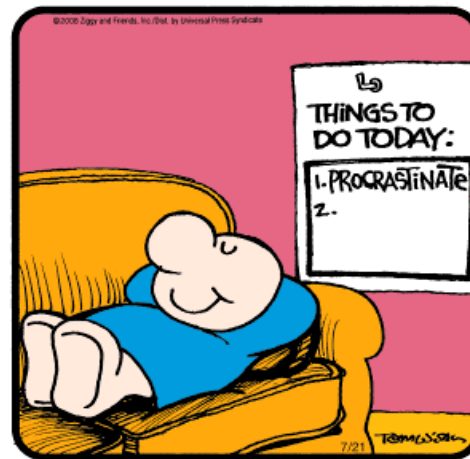
Console Call

There are several ways to interact with us today...

- If you're on the phone - press *2 to raise your hand and be recognized
- 2) If you're on the webinar online - submit your question or comment in the Q & A box
- 3) Say hello in our Chat Session online

Time Management Webinar Agenda

- Time Destroyers
- Time Audit
- To-Do Lists
- Prioritizing
- S.T.I.N.G.



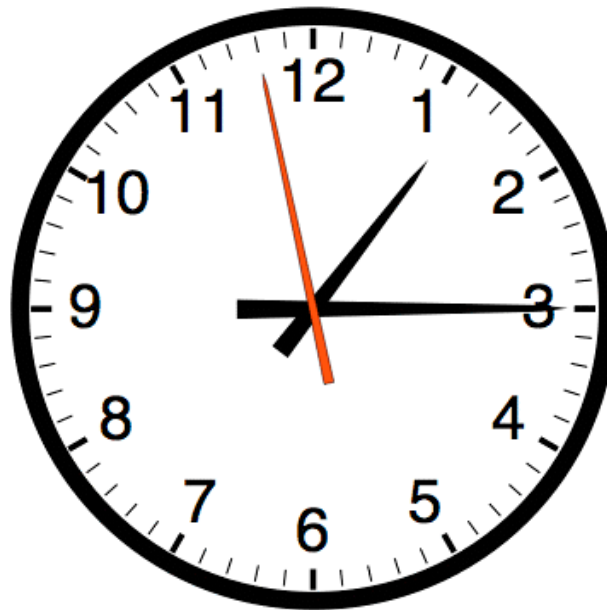
A Mason Jar and a Cup of Coffee



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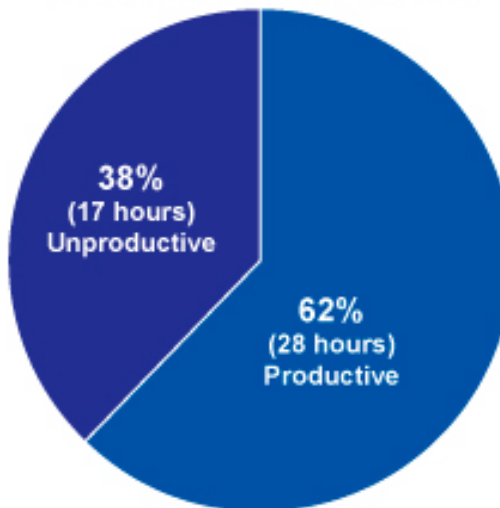
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What are your time destroyers?



Microsoft Time Study

Worker Productivity
Based on 45-hour work week



Time Destroyers

According to Cigna Behavioral Health

- Lack of priorities
- Lack of planning
- Disorganization
- Procrastination
- Visitors
- Phone calls
- eMail

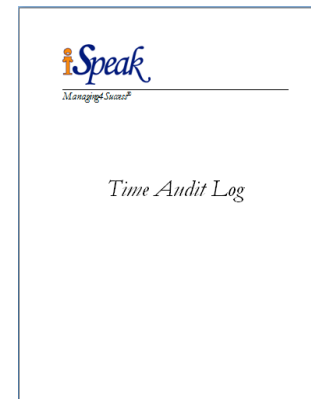


Time Audit

“I am definitely going to take a course on time management... just as soon as I can work it into my schedule.”

- Louis E. Boone

www.iSpeak.com/tools.asp
to access the Time Audit Log



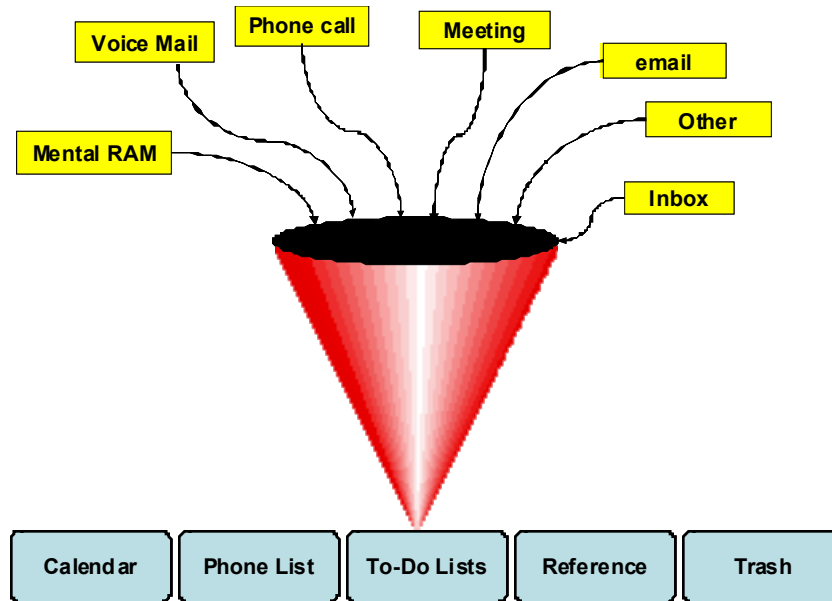
Day One

Date: _____

Day of the Week: _____

<input checked="" type="checkbox"/>	Activity	Start	Stop	Duration	Lost

Time Management Funnel



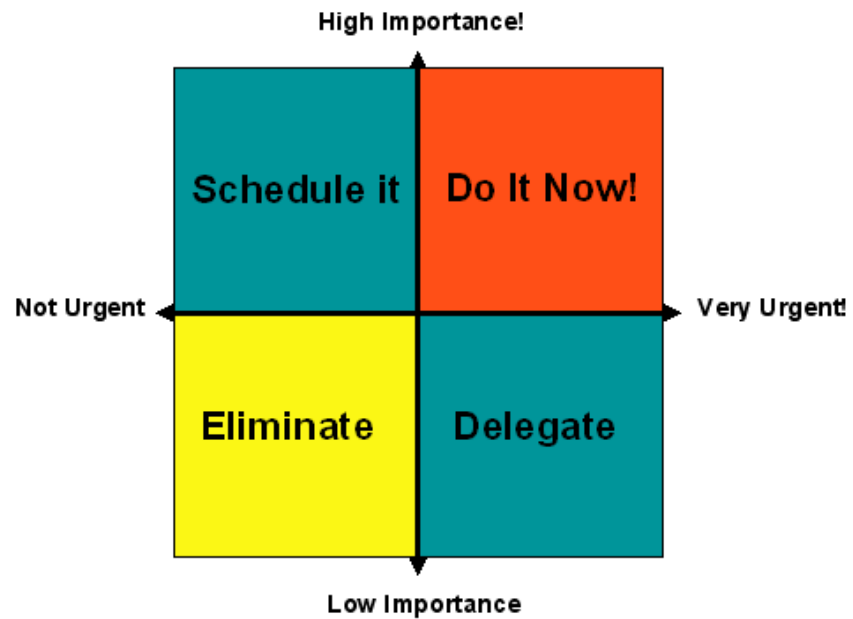
Work Space Organization



iSpeak To-Do List

Activity	Due Date	Priority (A, B, C)	Effort (1-10)

Eisenhower Matrix



S.T.I.N.G. Your Time

- S – Select one thing
- T – Time yourself
- I – Ignore everything else
- N – No breaks
- G – Give yourself a reward

iSpeak Learning Methodology

“Knowing is not enough; we must apply. Willing is not enough; we must do.” - Johann Goethe



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21-day Habit

“If you create an act, you create a habit. If you create a habit, you create character. If you create character, you create destiny.” - Andre Maurois

- Dr. Maxwell Maltz, author of *The Power of Psycho-cybernetics*
- 21-day phenomenon
- Forming new habits is hard work



We have saved time for your questions

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TIME MANAGEMENT PART TWO

“Time To Think” Study Group – May 11th

“Making Friends with the Clock” – May 13th
A free one-hour-long online workshop
with Kevin and Gary

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