

The SMART Way

Effective Time

Management



- **SPECIFIC:** Often, creating a list of benefits from the accomplishment of the goal will give you a compelling reason to pursue that goal.
- **MEASURABLE:** It's crucial for goal achievement that goal setters are able to track their progress towards the goal.
- **ACHIEVABLE:** Setting big goals is great, but setting unrealistic goals will just de-motivate you. A good goal is one that challenges, but is not so unrealistic that the person has virtually no chance of accomplishing it.
- **RELEVANT:** Before you even set goals, it's a good idea to sit down and define your core values and your life and career purposes. These tools will help the person set goals that matter to them.
- **TIMED:** Without setting deadlines for goals, the goal setter will have no real compelling reason or motivation to start working on them. By setting a deadline, your subconscious mind begins to work on that goal, night and day, to bring you closer to achievement.

Urgent Important Matrix



- **Urgent and Important:** Activities in this area relate to dealing with critical issues as they arise and meeting significant commitments. *Perform these duties now.*
- **Important, But Not Urgent:** These success-oriented tasks are critical to achieving goals. *Plan to do these tasks next.*
- **Urgent, But Not Important:** These chores do not move you forward toward your own goals. Manage by delaying them, cutting them short, and rejecting requests from others. *Postpone these chores.*
- **Not Urgent and Not Important:** These trivial interruptions are just a distraction, and should be avoided if possible. However, be careful not to mislabel things like time with family and recreational activities as not important. *Avoid these distractions altogether.*



The 80/20 Rule

The 80/20 rule, also known as Pareto's Principle Rule states that 80% of your results come from only 20% of your actions. If you consider this rule you will find it fits most things in our everyday life.

Here are a few examples of the 80/20 rule:

- Only 20% of the population own 80% of the wealth.
- Only 20% of employees are responsible for 80% of a company's output.
- Only 20% of customers are responsible for 80% of turnover.

For most people, it really comes down to analysing

Eat That Frog

"If the first thing you do each morning is to eat a live frog, you can go through the day with the satisfaction of knowing that that is probably the worst thing that is going to happen to you all day long!"

Your frog is the task that will have the greatest impact on achieving your goals, and the task that you are most likely to procrastinate starting.

The Glass Jar

The glass jar represents the time you have each day, and each item that goes into it represents an activity with a priority relative to its size.

- **ROCKS:** Plan each day around your most important tasks that will propel you toward achieving your goals. These represent *important, but not urgent* tasks that move you toward your goals.
- **PEBBLES:** Next, fill in the space between the rocks with pebbles. These represent tasks that are *urgent, and important*, but contribute less to important goals.
- **SAND:** Now add sand to fill your jar. In other words, schedule *urgent, but not important* tasks, only after important tasks.

WATER: Finally, pour water into your jar. These trivial time-wasters are *neither important nor urgent* and take you away from working toward high return activities and your goals.

