

**TUESDAY, April 12th, 2022**

**12:00pm to 1:00pm ET**

# **Effective Time Management Take the Stress Out**

**PRESENTED BY  
Joel Silverstone**



# About Us

Since 2002, The Great Canadian Training & Consulting Company has provided custom training, coaching and consulting solutions. We are your guide to greater success.

Visit [www.greatcanadiantraining.ca/free-resources](http://www.greatcanadiantraining.ca/free-resources) to check out our:

- [FREE WEBINARS](#) on software and professional skills topics
- [The Great Canadian Leadership Podcast](#), designed for business leaders looking to grow their communication skills
- [Printable sheets](#) with handy tips to post right at your workspace

We have worked with companies and government departments such as:

- Sysco Canada
- Maple Leaf Food Inc.
- Kellogg's Canada
- McDonald's
- Home Depot
- Sobeys
- University of Manitoba
- TD Canada Trust
- Indigenous Services Canada
- Enbridge
- Fisheries & Oceans
- National Research Council of Canada
- City of Hamilton
- CN Tower
- Hydro One



# The Two Questions



- Is this the best use of my time?
- Is this the best use of my talent?

# Time Management

A range of skills,  
tools, and mindset  
used to **manage time**

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graph LR; A[A range of skills, tools, and mindset used to manage time] --> B[When pressures seem high, and time is tight]; B --> C[Professionally and personally];
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When pressures  
seem high, and time  
is tight

Professionally and  
personally

# Clarity

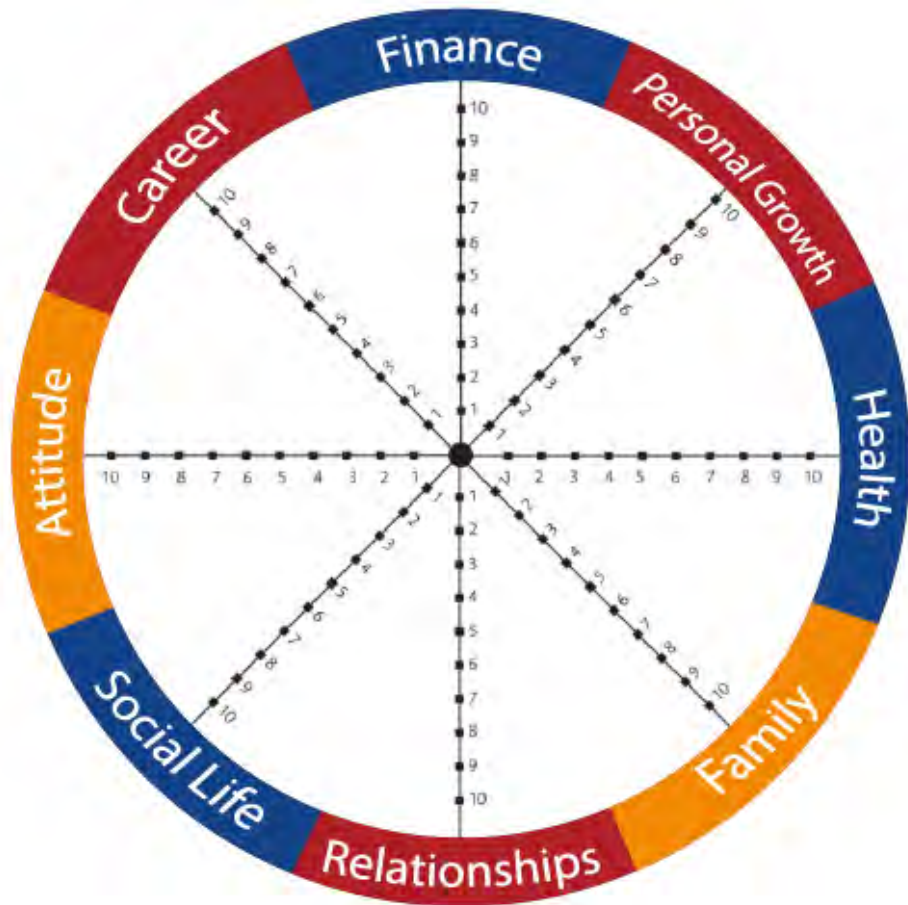
## Have you tried meditation?



- Meditation for clarity is an effective way to declutter the mind, resulting in the ability to make quick and firm decisions.
- Meditation can teach you to have more clarity and defog the brain. It does this by having you practice mindfulness.



# Wheel of Life



- What's important to you?
- Rate each aspect of your life on a scale of 0-10.

# Wheel of Life

Aspect of Life	Score 1-10	Is this important to be close to a 10? What do you need to do to move this number?
Attitude		
Health		
Social Life		
Career		
Family		
Finance		
Personal Development		

# FBOT



## Focused Block of Time



# Goal Setting



- **Need to set goals.**
- **EXACTLY** what needs to be done and in what order.
- Confusion of conflicting priorities.
- **Requires time & effort.**
- **Saves** an enormous amount of **time, effort** and **frustration** in the future.

# Goal Setting

- What are your goals?
- Your team's goals?
- Your organization or department goals?
  - Next 7 days?
  - Next month?
  - End of year?



# Setting Goals



- Specific
- Measurable
- Achievable
- Relevant
- Timed

# Your Urgent/Important Matrix

Where Do I Spend My Day? How Do I Respond?

	Urgent	Not Urgent
Important	“Critical Activities”	“Important Goals”
Not Important	“Interruptions”	“Distractions”

# Your Urgent/Important Matrix

	Urgent	Not Urgent
Important	<p><b>“Necessary”</b></p> <p><b>Do it now!</b></p>	<p><b>“Can Be Done Later”</b></p> <p><b>Decide when to do it</b></p>
Not Important	<p><b>“Think About It”</b></p> <p><b>Delegate</b></p>	<p><b>“Let It Go”</b></p> <p><b>Dump</b></p>

# Prioritization



- You might be doing the job right but are you doing the right job?
- Strategic importance
- More than just a “to do” list – needs a ranking
- Work on the most important, highest value tasks



# Your End Of Day – Three Priorities

Three Priorities:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_



# Put Into Action:

- Start with clarity
- What's important to you?
- Set goals - week, month, year
- Use SMART
- Prioritize your actions
- Break the cycle of change and do not backtrack
- Use four-quadrant 'What's Important/Urgent'



# The Two Questions



- Is this the best use of my time?
- Is this the best use of my talent?

# Upcoming Webinars

**May 10, 2022**

**Top 10 Outlook Productivity Hacks You Never Knew**

**June 16, 2022**

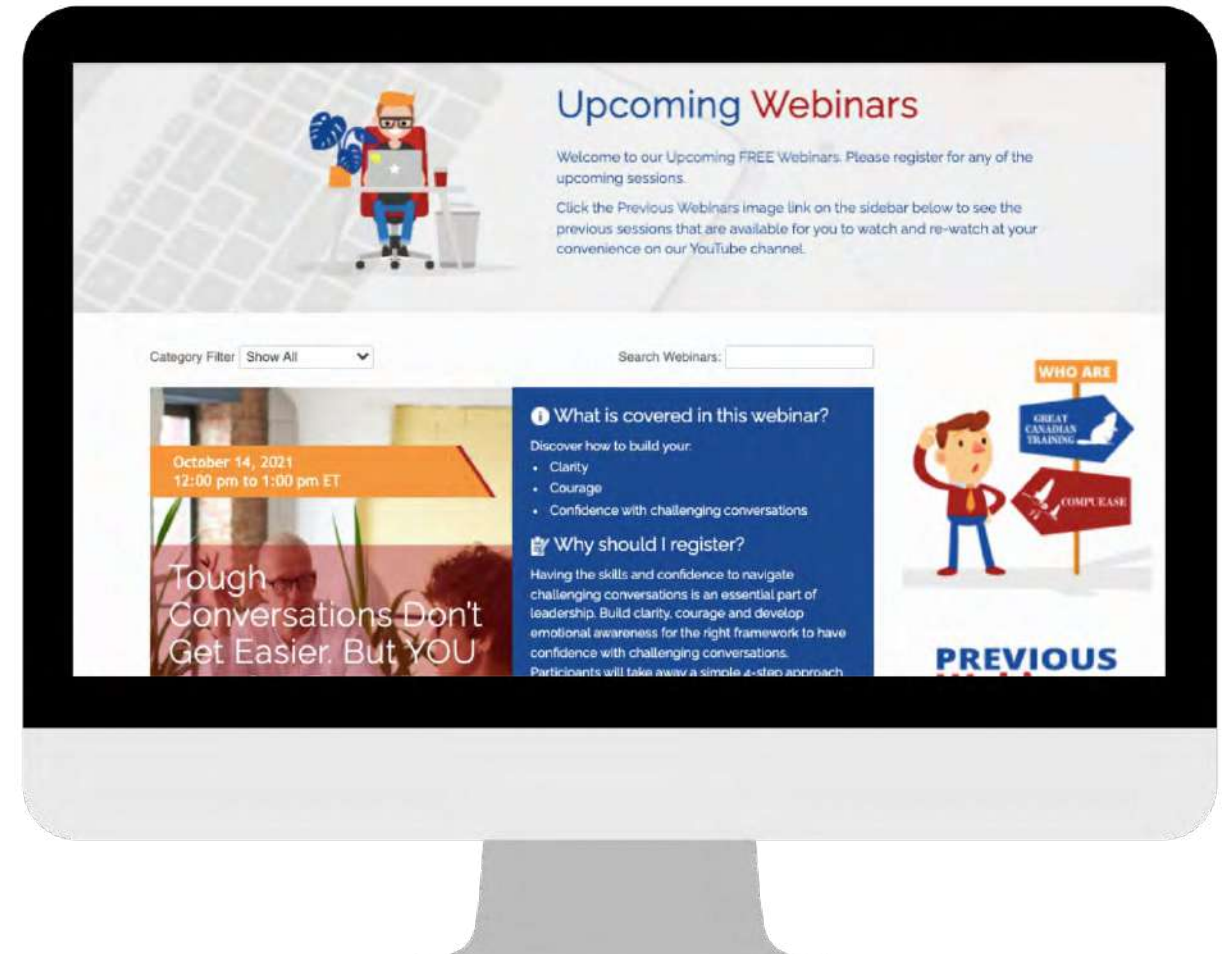
**Consistency, Compassion and Communication: The Keys to Great Customer Service**

**July 20, 2022**

**Web Accessibility**

**August 23, 2022**

**Emotional Intelligence – The Secret to Your Success**



# Upcoming Classes

## Software Training

**April 27, 2022**

Teams Essentials

**May 26 & 27, 2022**

Excel Power Pivot

**June 8 & 9, 2022**

Becoming a Pro with Power BI

**June 27, 2022**

Excel Power Query

## Professional Skills Training

**May 16, 2022**

Business Writing That Works

**May 18, 2022**

Understanding and Developing Effective  
Communication Strategy Skills

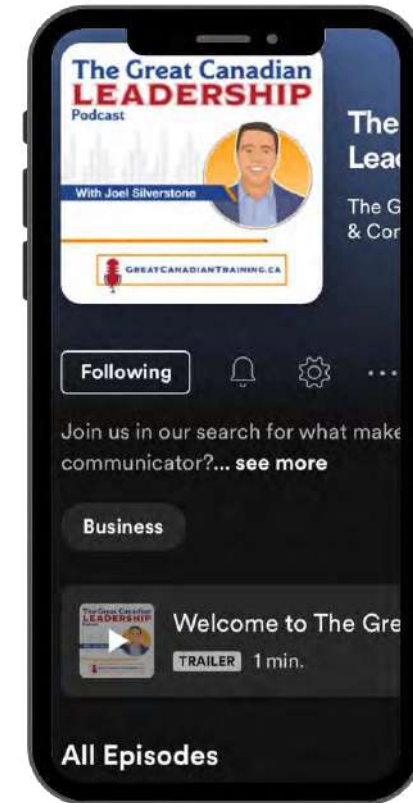
**June 13, 2022**

Conflict Be Gone! Navigating Difficult Conversations

**June 17, 2022**

Lights, Camera, Action – Mastering the Art  
of Virtual Facilitation

# “The Great Canadian Leadership Podcast” Leadership Lessons and Communication Techniques





Business Card



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