

Mission

Vision

Goals

Perspective

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Perspectives / Strategies

Perspective

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Perspectives / Strategies

Perspective

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Perspectives / Strategies

Perspective

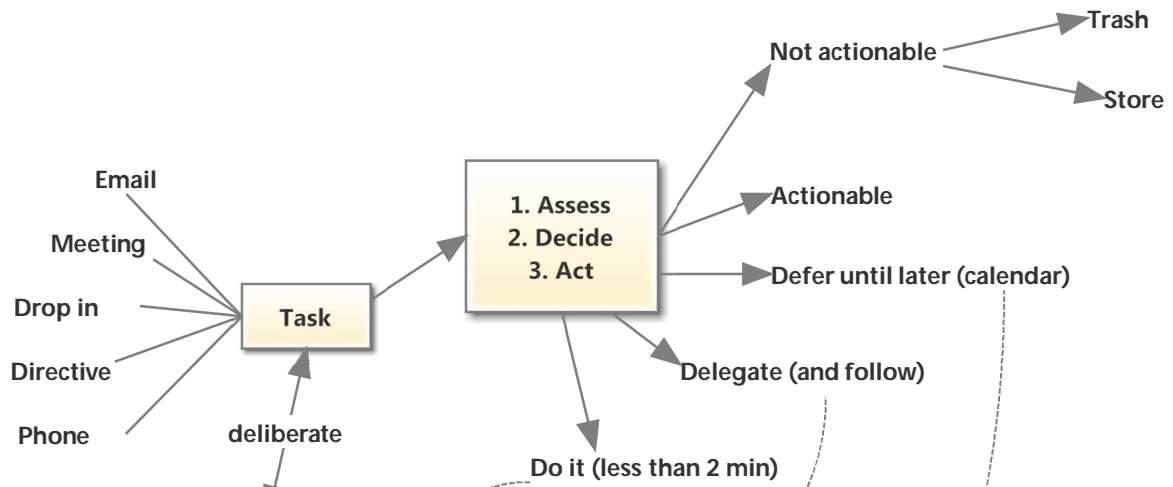
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Values

Date:

Managing Email

Use tags and folders
 Next actions
 act now
 read/review
 Reference
 by project
 Reservations: also in cal



Tactics - details of processes for strategies

Plan

Strategies - methods for attaining goals

Priorities

Personal Strategy
 What's important to you?

- Mission - current
- Vision - future
- Values - guiding principles

Goals - measurable milestones

Professional

Personal

Time Management Basics

1. Get tasks and deadlines out of your head (and into a system)
2. Assess and prioritize tasks
3. Manage scheduled vs unscheduled work
4. Review tasks and projects regularly
5. Maintain discipline for managing projects and tasks
6. And, the best system is one you use