

# Time Management

## *Four Dimensions of Time*

### Clock Time

(24 hours per day, 168 hours per week)

*I wake up on time, I make it to work on time, I plan enough time in my day to work on important things.*

Tips: use alarm clock, use daily planner, build in time for meeting pre-work and follow-up.

### Calendar Time

(7 days per week, 365 days per year)

*I don't forget important events (meetings) or dates (birthdays), I plan enough time in my week to work on important things*

Tips: use calendar, set aside a weekly "planning hour".

### Energy

*Your physical, mental, emotional and spiritual energy must be managed too.*

Tips: Eat well, get enough sleep, "take a break", have a hobby, express appreciation to others, pray.

### Attention

*Pay attention to what someone is saying, be "in the moment".*

Tips: avoid multi-tasking, take notes, stop and "smell the roses".