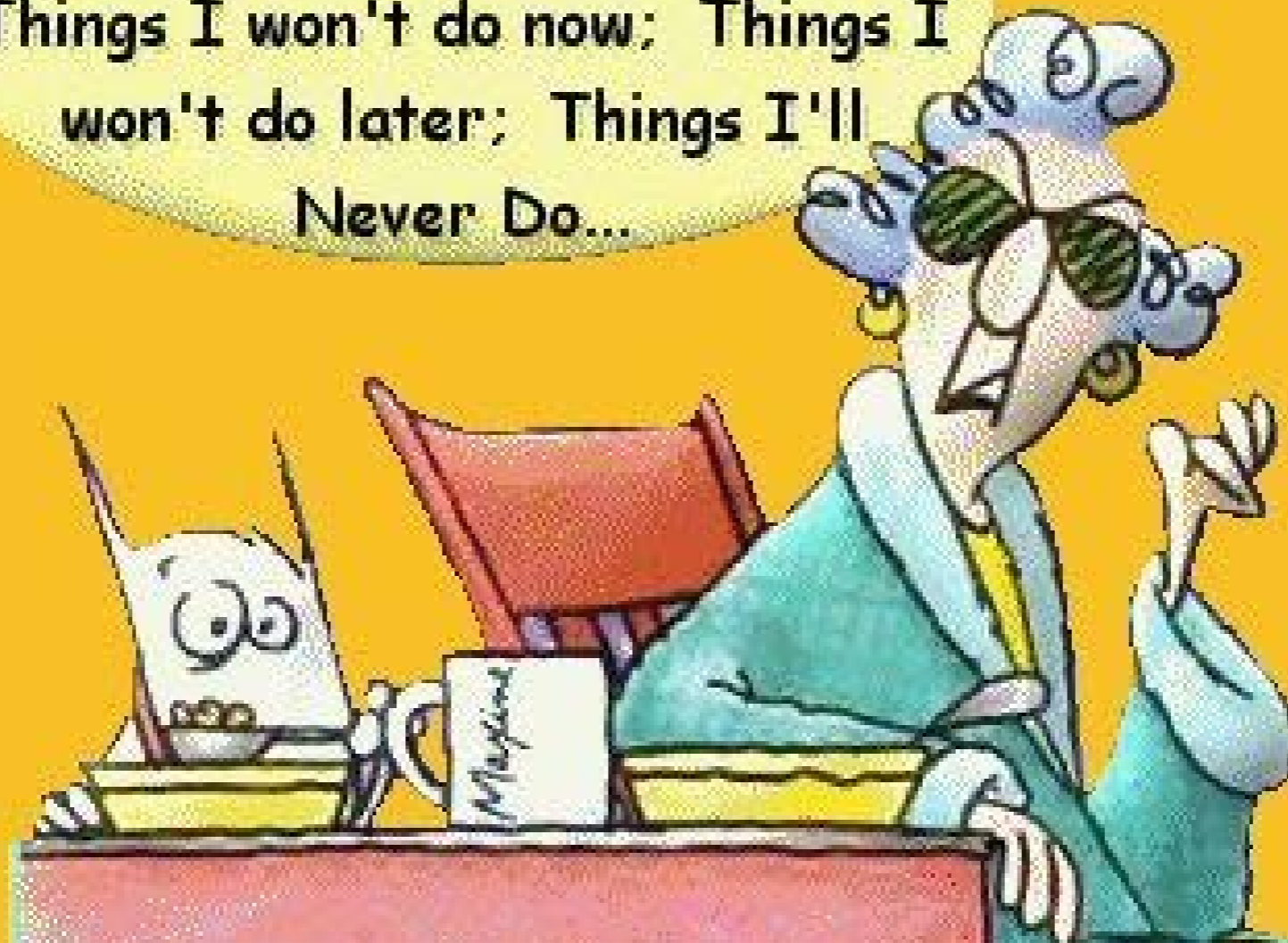


# Time Management

*Bjorn Christianson, Q.C.*

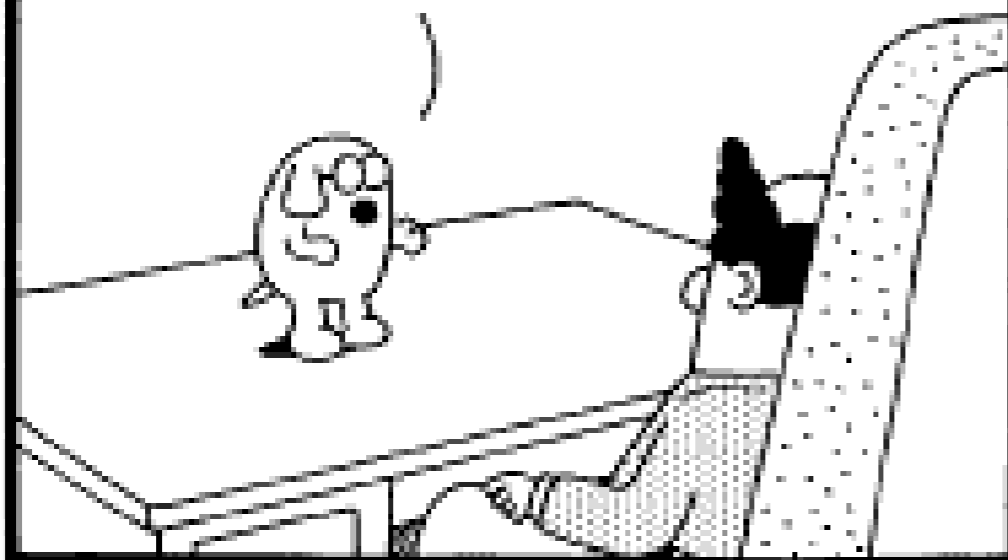
I find it helps to  
organize chores into categories:  
Things I won't do now; Things I  
won't do later; Things I'll  
Never Do...



# Time Management

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I CAN TEACH  
YOU TO MANAGE  
YOUR TIME MORE  
EFFICIENTLY.



PUT ALL OF YOUR  
HIGH PRIORITIES  
ON ONE LIST AND  
YOUR LOW  
PRIORITIES  
ON ANOTHER.



THEN DO EVERYTHING  
ON BOTH LISTS EVEN  
IF IT KILLS YOU,  
OTHERWISE YOU'RE  
A FREAKIN'  
LOSER.



# PLANNING

- Expand Your Time Horizons
- Use Your Best Time of Day
- Do Hard Things First

# ESTABLISH PRIORITIES

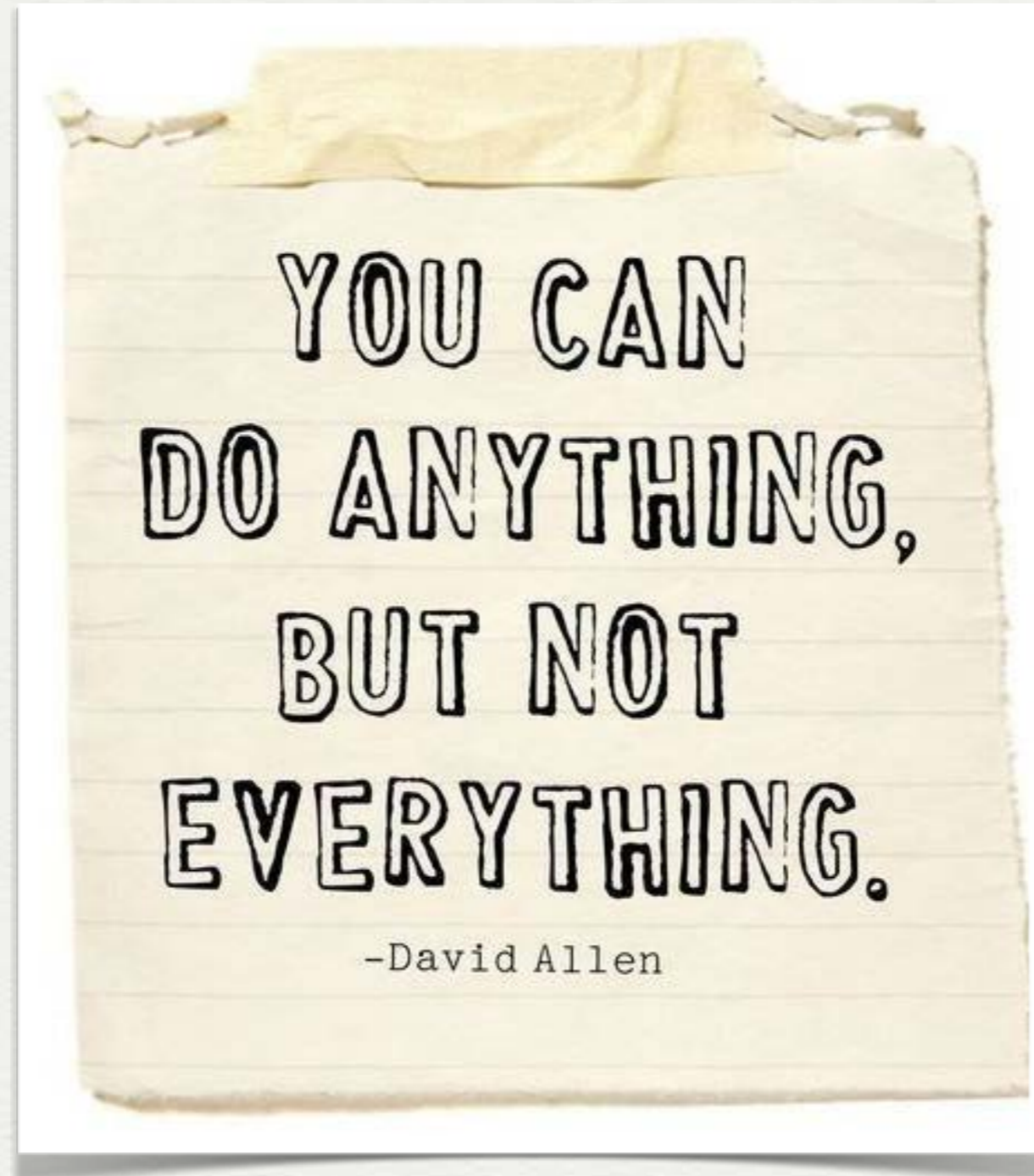


# ESTABLISH PRIORITIES

- You can't do it all.
- Learn to say "No."
- Of what you must do, set priorities.
- Stick to priorities



**A) You can't do it all.**



## B) Learn to say "No."



# B) Learn to say "No."

- Eliminate



# B) Learn to say "No."

- Postpone



"The trend in tough economic times is to put off everything that doesn't require immediate action – as this chart shows."

# B) Learn to say "No."

- Delegate



# C) Of what you must do, set priorities.

- Important & Urgent
- Important
- Urgent
- Maybe Never



# D) Stick to priorities.



# DO NOT:

- Get Distracted
- Do the Easy Work First
- Fight Fires
- Put Off Big Tasks
- Say "Yes"
- Waster Filler Time
- Do What Others Can Do
- Be Defeated By Mental Block



# COMMANDMENTS

- Do not adjourn any case until **ABSOLUTELY** necessary.
- Always prepare for the chief.
- Never forget who might become the enemy.
- Always ask yourself this: If you don't have time to do it right, when are you going to have time to fix it?

## PLANNING

EXPAND YOUR TIME HORIZONS

USE YOUR BEST TIME OF DAY

DO HARD THINGS FIRST

### ESTABLISH PRIORITIES

- A) YOU CAN'T DO IT ALL
- B) LEARN TO SAY "NO"
  - i) Eliminate
  - ii) Postpone
  - iii) Delegate
- C) OF WHAT YOU MUST DO, SET PRIORITIES
  - i) Important & Urgent
  - ii) Important
  - iii) Urgent
  - iv) Maybe never
- D) STICK TO PRIORITIES

### DO NOT:

- A) GET DISTRACTED
- B) DO THE EASY WORK FIRST
- C) FIGHT FIRES
- D) PUT OFF BIG TASKS
- E) SAY "YES"
- F) WASTE FILLER TIME
- G) DO WHAT OTHERS CAN DO
- H) BE DEFEATED BY MENTAL BLOCK

## COMMANDMENTS

1. DO NOT ADJOURN ANY CASE UNLESS ABSOLUTELY NECESSARY.
2. ALWAYS PREPARE FOR THE CHIEF.
3. NEVER FORGET WHO MIGHT BECOME THE ENEMY.
4. ALWAYS ASK YOURSELF THIS: IF YOU DON'T HAVE TIME TO DO IT RIGHT, WHEN ARE YOU GOING TO HAVE TIME TO FIX IT?

Keep it.  
**SEE** it.  
Use it.

# Time Management

*Bjorn Christianson, Q.C.*

