

The ART of Time Management

Tools

- Calendar
- List(s)
- Tracking
- Assessment

Skills

- Decision Muscle
- Time Estimation
- “No” Muscle
- Prioritization
- Determine ‘Good Enough’
- Setting Direction
(aim/goal/value/priority)



Habits

- Planning
- Collection
- Retrieval
- Review

Downloadables

- ART of Time Management
- What's Your Target?
- Daily Time Tracking
- Getting Real About Time

