

# Time Management, Organization, and Money



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# Do You Have Good Time Management?

- How well do you handle your time day to day?
- Do you get everything done?
- Do you find yourself rushing?
- Do you try and multitask?
- Do you ever feel like you have forgotten something and aren't sure what it is?



# Time Management

- Technology “Time Savers”
- Why does time seem to get away from us?
  - Having unclear goals and objectives
  - Being uncertain about priorities
  - Misusing down time
  - Feeling fatigued or having low energy
  - Having perfectionist mentality
  - Having difficulty saying “no”



# Learning the Value of Time Well Spent

- “Those who fail to plan, plan to fail”
- Are you a planner?
- Plan ahead, achieve your goals



# Create More Time

- Get up earlier, getting up an hour a day for a year means you will get 15 days of extra time
- Work on challenging tasks first
- Learn to say “No” to: unrealistic expectations, or unnecessary obligations to others
- Delegate
- Be prepared for delays



# Energy!

- Need energy to handle your daily demands.
- How much do you get done when you have no energy?
- Enables you to get more done in less time.
- Build rituals to unwind.
  - At home
  - Disengage during your work day
  - Activate leisure time

# Let's Make Plans

- Play time
- Establish Priorities
- Pareto Principle
- Avoid perfection
- Put off procrastination
- Build flex into your schedule
- How do you manage your time?



# Start Now!

- Establish a major objective each day
- Set time limits
- Eliminate unimportant activity each week
- Build “You Time”
- Build Energy
- Observe others around you
- Ask a friend to help





# **A Few Ways to Plan Ahead**

- Keep a gym bag in the car
- Bring lunch and snacks with you
- Pack reading or work materials
- Bring fun things for you and the kids to play with
- Find quiet spots to work while waiting for kids, car repair, etc.
- Always carry a note pad or planner

# Personality Styles and Behaviors

- Type A personality
- Workaholic
- Technophile
- Time Juggler
- Procrastinator
- Perfectionist
- Lifestyle behavior trap

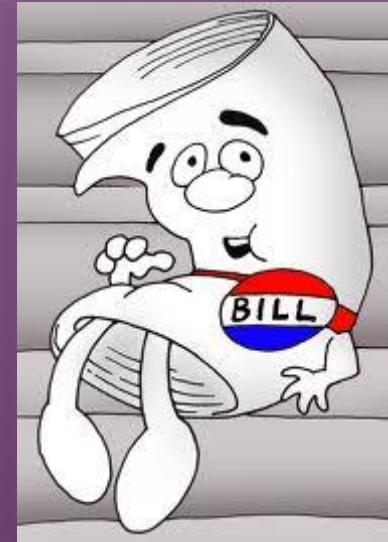


# Organization

- Would you consider yourself organized?
- Organization and time management go hand in hand
  - Lack of time management, may impact your organization
- To Do List:
  - Reduces stress by helping you stay organized and control of tasks you need completed
- Buy “organizers”
  - Note pads, boxes, folders, shelves, calendars, planners

# Money

- Does money stress you out?
- Dept.
- Finances
- Budgets
- Bills
- Spending



# Financial Freedom

- Make and follow a budget
- Live a sustainable lifestyle
- Freeze your credit cards
- Keep a spending journal
- See each purchase as an investment
- Consolidate your debt



# Financial Freedom Continued...

- Consider opening a 401 (k) or a Roth IRA as soon as possible
- Ask “why” before you buy
- Don’t buy on impulse
- Be wary of bargains
- Clean your house
- Learn to say no to your kids, spouse, friends, and marketers



# Suze Orman's Financial Tips:

- Adopt a healthy attitude toward your money
- Make some financial goals
- Put your money to work for you
- The best financial advisor is you



**Let's stress less and save a  
dime, Or better yet give  
yourself some leisure time**

