



## **Time Management**

Use Your time effectively – this is a unique resource of Your life, which is unrecoverable



## **Agenda for Today**

- **Plan** activities to track Your own **Performance**
- Evaluate Your **productivity** & “**Eat The Frog**” in this period
- Make short breaks – Workspace is the great moment in TCO



## Plan activities

- Write each activity into Diary/Card/Board (Daily/Weekly/Long-Term)
- Evaluate unnecessary actions & **Focus on Your Real Goals**



**Evaluate Your productivity & “Eat The Frog” in this period**

- Identify the most **Productive Period** of Your Performance
- Solve the Biggest Problems during Productive Period (morning)



## **Make short breaks – Workspace is the great moment in TCO**

- Break Your Work time to **Intervals** (2 hours vs. 10 min)
- Use these intervals to **Switch Your mind** (Bidding vs. Coffee)
- **Respond to emails ONLY** in after certain periods