



Increasing **PRODUCTIVITY**

Connecting to **PURPOSE**

Achieving **SIGNIFICANCE**

*Helping remove the obstacles in the way to achieving effortless high performance*

## **Time Management and Organizational Strategies**

### **Skills**

1. Planning
2. Effective delegation
3. Technical competency

### **Principles**

1. The Pareto Principle: 80% of your results come from 20% of your effort.
2. Parkinson's Constant: The job expands to fill the time allowed.
3. Pearson's Constant: Results that are recorded improve.

### **Techniques**

1. The Time Log
2. Block Time
3. A "To Do" list (now disproved and replaced)

### **Corollaries**

1. Environmental stability (Political, economic, social, etc.)
2. The quality of your life is measured by the quality of your relationships.
3. The Dominguez corollary: Your money has to be in order before you have peace of mind.

*Be yourself – Not what you think someone else's idea of yourself should be. – Thoreau*