



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