



## ***“Time Management Made Easy – Really!”***

by  
Don Kardux

### **Short Description of the presentation:**

I can hear some of our listeners moaning now. “Oh great, another presentation on time management. I have heard them all and I am in the same position I was months or years ago. Well moan no more! The month Don Kardux really is going to present some very practical advice on managing your time. Tom Grandy, the founder of the business series, has been close friends with Don for over 20 years and guess what? Tom uses his Time Management methods and they really do work!

### **Key Points Covered:**

1. What must happen to really “make” us change?
2. Keys of implementation – Andrew Carnegie of US Steel
3. Any system will work, if you use it. Any system will fail, if you don’t use it!
4. Determining Priority Drivers – what’s most important to you?
5. System must be visible (story board, push pins, sticky notes, etc.)
6. Detailed step-by-step process of managing your time (it really works)
7. Deep Sea Diving – How it wastes a huge amount of our time
8. The colored clothe method of maintaining focus!