

# GLOSSARY

## Improving the Value of Your Time

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Use these terms and definitions below to understand concepts taught in the course.

**Transcript Search:** note that you can search for terms directly within the course. To search video text, switch to the *Transcripts* tab, then press Cmd/Ctrl + F on your keyboard to run a search within the active transcript.

Term	Definition
<b>focus</b>	A critical ability which allows you to concentrate your time on what is most valuable
<b>improving the value of your time</b>	Increasing the time spent on your MVAs so that you make yourself so valuable to your organization that you become more promotable or at least more worthy of a raise
<b>Least Valuable Activities</b>	LVAs, the activities that can fill up your workday and leave less and less time for your MVAs
<b>Most Valuable Activities</b>	MVAs, the tasks and projects you perform at work that are worth the most per hour and would be the most costly to replace
<b>Work Activity</b>	The types of work activities you perform in the day, with a focus on big picture categories like product development and sales