Time Management:

* Timeboxing - Allocating task to a specific slot e.g. meetings
  + - Help prevent procrastination
    - Setting a personal deadline on task
* Measuring and Recording
* Meetings-Ensure actions to be made are agreed in the meetings.

Task Management:

Ubiquitous Capture: Complete small task as soon as you get it

Importance and Urgency: Business priority, urgency to the market.

“What is important is seldom urgent, what is urgent is seldom important” The issen Hower model.

Urgent Not Urgent

|  |  |
| --- | --- |
| Necessity. (1) | Quality (2) |
| Deception. (3) | Waste (4) |

Important

Not Important