

GLOSSARY

Finding Your Time Management Style

With Dave Crenshaw

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

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Term	Definition
time management style	A way of understanding how you approach work. It is an intersection of your desire for variety versus consistency, and how you define victory or success at the end of each day.
variety-consistency scale	A framework for evaluating how you like to spend your workday—whether you prefer variety or consistency
unprocessed items	Items or tasks which are unresolved
gathering points	Any place where you gather unprocessed items
consolidation	Collecting multiple sources into one central location
wild card gathering point	An optional gathering point that adapts to fit whatever situation you are in