Melroy,

Good job with picking time management and insight. You also have very good strategies for yourself. Regarding time management, I agree with you about circumstances hampering our success and how our time should be spent. I was shown a very good video called, “Managing Your Time with Todd Dewett” on Lynda.com at <http://www.lynda.com/Business-Skills-tutorials/Managing-Your-Time/143455-2.html>. Todd describes how to protect your ‘Einstein Window’ (most creative time of day) to focus on the most important tasks (top 20%). He talks about how to reduce distractions and broadcast your availability. I enjoyed his video.

Mike