

Quick Notes #3

“Time Management”

Dr. Mark Ponzo

Date Book

Daily Schedule

To do List – accomplish half of your list each day

Long/Short term planning

Copy and bind class-notes

Know your stuff, cover your butt and copy everything

Handle each piece of paper once

P. E. R. T. Diagram (prioritize everything in reverse order from the performance back to the first note)

K. I. S. S. System (keep it simple stupid)

Reflect and Re-Evaluate

Know what to do, when to do it and how to do it

Be open to new/different ways of doing the same task

Know the answer before asking the question

Consider – “What is the worst thing that can happen?”

Know what you are doing next

Lead with your strengths

Do not be afraid to ask questions or admit that you do not know the answer

Recommended Reading;

“One Minute Manager” by Dr. Kenneth Blanchard