



PART 1: The Time Is Now

Ecclesiastes 3:1-8

time: a continuum in which events succeed one another from past through present to future. The basic element of time is an event.

1. Time is living in the _____.
2. Our investment of time will determine the _____ of our lives.
 - a. The difference between an amateur and a professional is _____.
 - b. It's what you do _____ that makes you different.
 - ❖ Henry Ford said, "It is been my observation that some get ahead during the time others waste."
 - c. There must be _____ before there is a reputation. No one gets a reputation for doing something one time.
3. The intent of time management is not to speed things up but to enhance:
 - a. The _____ of our life,
 - b. The productivity of our life.
 - c. The _____ of our life.



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Taking Control

1. The key to managing time is controlling _____.
2. The key to control is _____.
3. The key to planning is developing a daily prioritized _____.

Steps To Building A "PDTL"

1. Make a list of everything you need to accomplish.
2. Assign a _____.
 - A - High Value (Vital)
 - 80/20 Rule:
 - Do 20% of the task and you will get 80% results
 - Do 80% of the task and you will get 20% results
 - B - Medium Value (Important)
 - C - Low Value (Optional - Fast, Fun, Friendly)
3. _____ what must be done first. (1-2-3)
4. If you want something you've never had . . . you have to do something you've never done.

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