

Time management structure

Time - Objects/Tools basic tools	Management - Activities basic activities	- Skills and personal attributes	
	Input Awareness of things to do		Output Consequences comments Premises
	↓		
	decide: say no	↓	Deciding Saying no
	or		
	delegate	↓	Delegating
	or		
	↓		
TODO List What Subject Info	collect tasks Filling/emptying to-do list with tasks describe and make things to do visible, materialize	Discipline	No forgetting No overlooking No stress No troubles secures success and progress
How	prioritize sequencing, putting tasks into right order	Assertiveness Goal orientation	Knowing the top and last demand, order
	and/or ↓		
Calendar When Time info	schedule dates calender notes of dates and events	avoid procrastination	Reminding Overview traceability
	and ↓		
File organizer Where Location Info	file put information at right places	Organizing Sense of order	Finding information quickly productivity electronic, paper
Addendum More tools	More activities	More skills	
Planning tools	plan	Sturctured thinking	

**Organizing
tools Electronic
tools**

categorize

Grouping
similarities, static
or dynamic

to have modern
IT tools off pet

Knowing and
doing similar
tasks within one
time block
Possible conflict
between
categorizing and
prioritizing

Analyzing

Estimating time
need

Higher efficiency

**All further
stand alone tips**

e.g.
handling
-email
-phone
-filing a.s.o.

Most beneficial
when knowing
the basics.