



THINK! Tools: TIME MAKER

THANKS! To : Tom (Princes Trust), Julie (GoMad Thinking), Sarah & Claire (MDEM), Ted Ex and Eisenhower for their inspiration & comments

What might you focus on ?

- © Career
- © Relationships
- © Self

What might next years "annual review" look like ?

STUFF (I THINK) I HAVE TO DO

How THINKing first might help...

ELIMINATE

Gone!

THINK! Is it a priority? Saying yes now could mean saying no to something else later – make sure it matters. A polite honest 'No' might be best

AUTOMATE

THINK! What might you invest some time in to today that might make time in the future?

DELEGATE

THINK! Who else can do it or help to complete the task

PERCOLATE

THINK! The power of the subconscious mind ...

CONCENTRATE

THINK! Plan for it or do it now – no distractions!

THINK!
Review
and
share

How will
you
Celebrate
?

TASK
COMPLETE