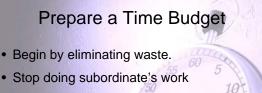


Time Evaluation

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- Conduct an audit of your time.
 - One week log of your activities.
 - How much of your time is yours?
 - How much belongs to others?
- Where do you feel rushed?
- Calculate the value of your time.



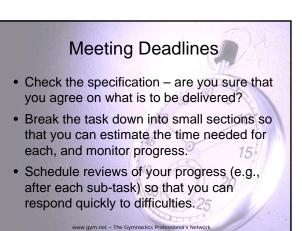
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- Don't do other people's work.
- Create an appointment book.
- Schedule every appointment.
- Schedule all projects and deadlines.

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Dealing With Impossible Deadlines

- Get the deadline extended.
- Look for more resources.
- Get the deliverable redefined to something practical.
- State the position clearly so that person responsible for your deadline has fair warning.



