Time Management Tool

Deadline:	Payoff:
1=long-term	1=low recognition/impact/visibility
2=short term	2=moderate recognition/impact/visibility
3=immediate	3=high recognition/impact/visibility

Instructions:

1. Begin by completing your Time Management Tool (TMT)
    a. In the PROJECT AND ACTION ITEMS column write each of your major projects.
    b. Under each project list the action items necessary to complete that project.
    c. Completely fill out your TMT; continue and add all of your projects and required tasks to complete those projects.
    d. Add your deadline qualifier (above) for each project.
    e. Add your PAYOFF qualifier (above) for each project.
    f. Tally the SCORE for each project.
    g. RANK each project.
2. Work on the highest ranking project first.
3. At the end of each day, play your work for the next day by creating a to-do list. Your to-do list comes from the action items listed under each project.

P#	PROJECT AND ACTION ITEMS	Deadline	+	Payoff	=	Score	Rank

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Daily To-Do List

P#	Action Item	Notes

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