

Time Management

Rexburg North Stake Technology Fireside

4/28/2019

“Genius is less about genetics and more about habits, routines, and values.”

-Robin Sharma

Being Good Time Stewards

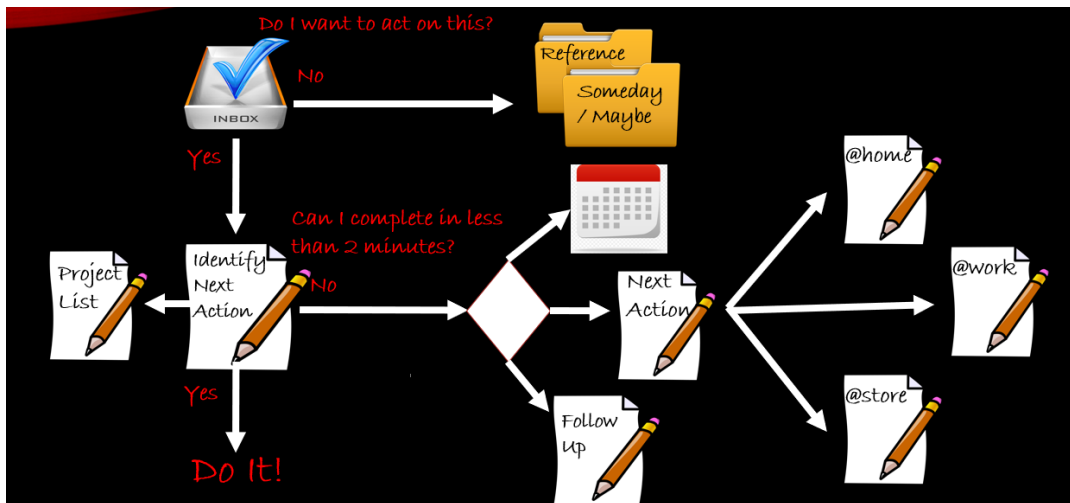
- For he who is faithful and wise in **time** is accounted worthy to inherit the mansions prepared for him of my Father. (D&C 72:4)

The Art of Getting Things Done

1. Capture

- Multiple Inboxes if needed
- Capture ideas and free the mind to be creative

2. Process & Organize



3. Review

- Review Inbox according to your needs (Daily but at least weekly)
- Review Project List periodically
- Review and prioritize “Next action List”, “Follow Up List”, & “Context Lists” regularly according to needs

4. Engage

- Calendar will contain time sensitive items that you need to do daily
- Project list will tell you what you need to do to move project forward
- Review and act on context lists when in that context

Tools to Help us Get Things Done

Trello.com

Wunderlist

Harvest

“Addiction to distraction will be the death of your creative production”

-Robin Sharma