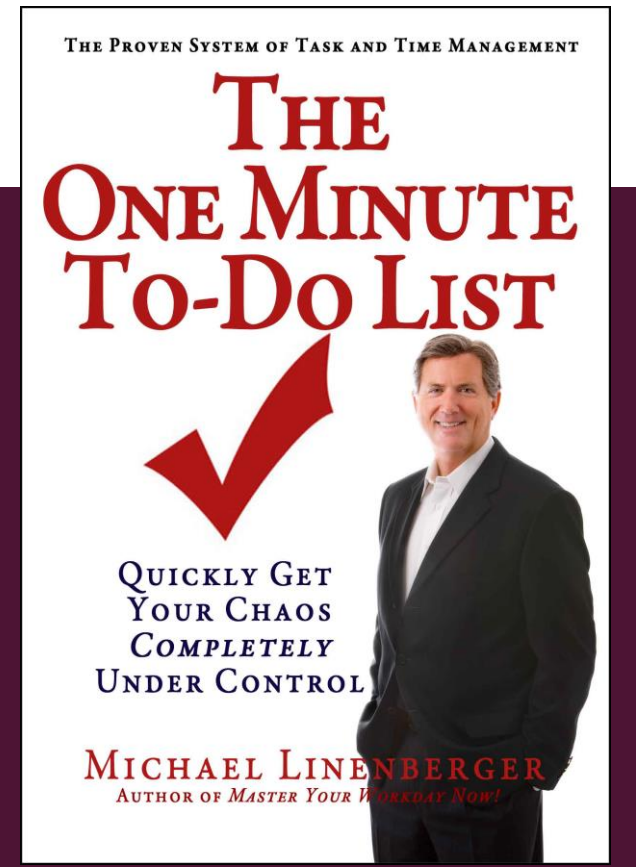


TIME MANAGEMENT IN A MINUTE

BASED ON THE EBOOK – “THE ONE MINUTE TO-DO LIST” BY MICHAEL LINENBERGER



WHY IT WORKS

- It is simple
- It is customizable
- It is not like the other task/time management tools you have used

WHAT IT IS

- At its core, it is 3 lists that you use to manage how you spend your time each day
- Critical Now – What you must get done today. (pg 12)
- Opportunity Now – Not urgently due, but what you would work on if you had the time (pg 12-13)
- Over The Horizon – Items that can wait 10 days. (pg 16)
- Try it yourself

Figure 1. Simple text-based One Minute To-Do List

<p>Critical Now</p> <ul style="list-style-type: none">-call Jim about April numbers-finish progress report-submit expenses from Chicago trip <p>Opportunity Now</p> <ul style="list-style-type: none">-get alternate quotes on Franklin job-call Donna about meeting review-decide on website name-update marketing project schedule-find someone to write user manual <p>Over the Horizon</p> <ul style="list-style-type: none">-find copyeditor-read book "The Tipping Point"

HOW IT WORKS

- Critical Now – “Is it absolutely, positively due today?” If yes, it goes in this list.
 - Limited to 5 items (pg 30)
 - Going Home Test (pg 31)
 - Only Actions (pg 35)
- Opportunity Now – “Is it due in the coming week?”
 - Limited to 20 items (pg 31)
 - Only Actions (pg 35)

HOW IT WORKS

- Review Cycles – How often do you review the items in your list (pg 33)
 - CN – Once an Hour
 - ON – Once a day
 - OtH – Weekly

IMPLEMENTING WITH OUTLOOK

- Convert emails to tasks (pg 72)
- Single Folder Filing (pg 74)
 - Use categories to organize inside of single folder if necessary

CREDITS

- All of the ideas in this presentation are sourced from an e-book I found, and have shared here: <https://geturl.uww.edu/22p>
- The book is titled “The One Minute To-Do List” by Michael Linenberger.
- The system he outlines is derived from the “Master Your Now!” system of time management.