

RedRockLeveraging Time BattleCard™

Since time is your single greatest non-replenishable resource, managing it can be a challenge. Time management includes keeping notes and checklists, prioritizing tasks and blocking time on your calendar.

If you want to learn to become more effective *and* efficient, you must develop a strong mindset and leverage it against your priorities so that you get the most out of your daily actions and activities.

The RedRock Leveraging Time Battle Card will help you:

- Work only on tasks that support your goals.
- Focus only on activity for which you are uniquely equipped.

	Delegate It	Do It
Do It	<p>I</p> <p>Actions and activities for which you are directly responsible; may cause you to abandon your schedule.</p>	<p>II</p> <p>Actions and activities for which you are directly responsible.</p>
Ditch It	<p>III</p> <p>Actions and activities for which you are involved, but not responsible. These may be activities that others <i>dump</i> on you.</p>	<p>IV</p> <p>Bad Habits</p>

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	Delegate It	Do It
Do It	I	II
Ditch It	III	IV

1. In quadrant II, list the top three to five key actions and activities for which you are responsible. These are your unique abilities.
2. In quadrant III, list the actions and activities for which you are involved, but not responsible. They keep you from being as effective and efficient as you could be in quadrant II. These may be activities that others *dump* on you.
3. In quadrant IV, list your bad habits that keep you from being as effective and efficient as you could be in quadrant II.
4. In quadrant I, list the actions and activities from quadrant II that, at times, may require you to abandon your schedule.

Make it a goal that 85% of your time be occupied in quadrant II, no more than 15% in quadrant I and 0% in quadrants III and IV.