

TIME MANAGEMENT

A
CLARITY
MOTIVATION
APPRECIATION
SIMPLIFICATION

EFFECTIVENESS
ACTION PLANS
PRIORITIES
GOALS
DIARIES
MEETINGS

MINDTOOLS
SPEEDREADING
MINDMAPS

FASTER
SMARTER
BETTER
URGENT VS. IMPORTANT
WASTAGE

MONITORING
PROGRESS
FOLLOW-UP
BALANCE
NEGOTIATION

DELEGATION
TO-DO OR NOT TO-DO
CAREER
LIFE
COMFORT ZONES
GUIDANCE
TEAMWORK
TRUST

WORK-LIFE BALANCE
WELLBEING

LET GO
FEARLESS
EXCEED EXPECTATIONS
TRANSCEND LIMITS
CONFIDENCE

COMMUNICATION
FEEDBACK
SUPPORT
PRAISE
REVIEW
CORRECTION
IMPROVE

ERGONOMIC
USER-FRIENDLY
EFFICIENT
VALUE-ADDED
POSITIVE

SUPERVISE
HELP
ENCOURAGE
DISCRETION

KEY ISSUES
METHODS
CHECK POINTS
DEADLINES

SMART
SPECIFIC
MEASURABLE
ATTAINABLE
RELEVANT
TIME-BOUND

BIG
5W1H
WHO
WHAT
WHERE
WHEN
WHY
HOW

BIG PICTURE
CHUNKING
BITE-SIZED
MULTI-TASKING
DIVERSIFY

CHOICES
DECISIONS
BIG
SMALL
DE-CLUTTER
SLOW DOWN TO SPEED UP
BREAKS

