

# **Time management**


**How do you set priorities?**

- 
- **Priorities: things that you think are important.**



## Ask yourself the following 4 questions:

- **Vision:** Long term - *where / what /with who are you going to be in 5 to 10 years?*
- **Goals:** Short term - *what are my goals to realize my vision? (this month/year)*
- **When am I satisfied?**
- **What is your ideal work/life balance?** *(Example 60% of your time you spend on work and 40% personal.)*

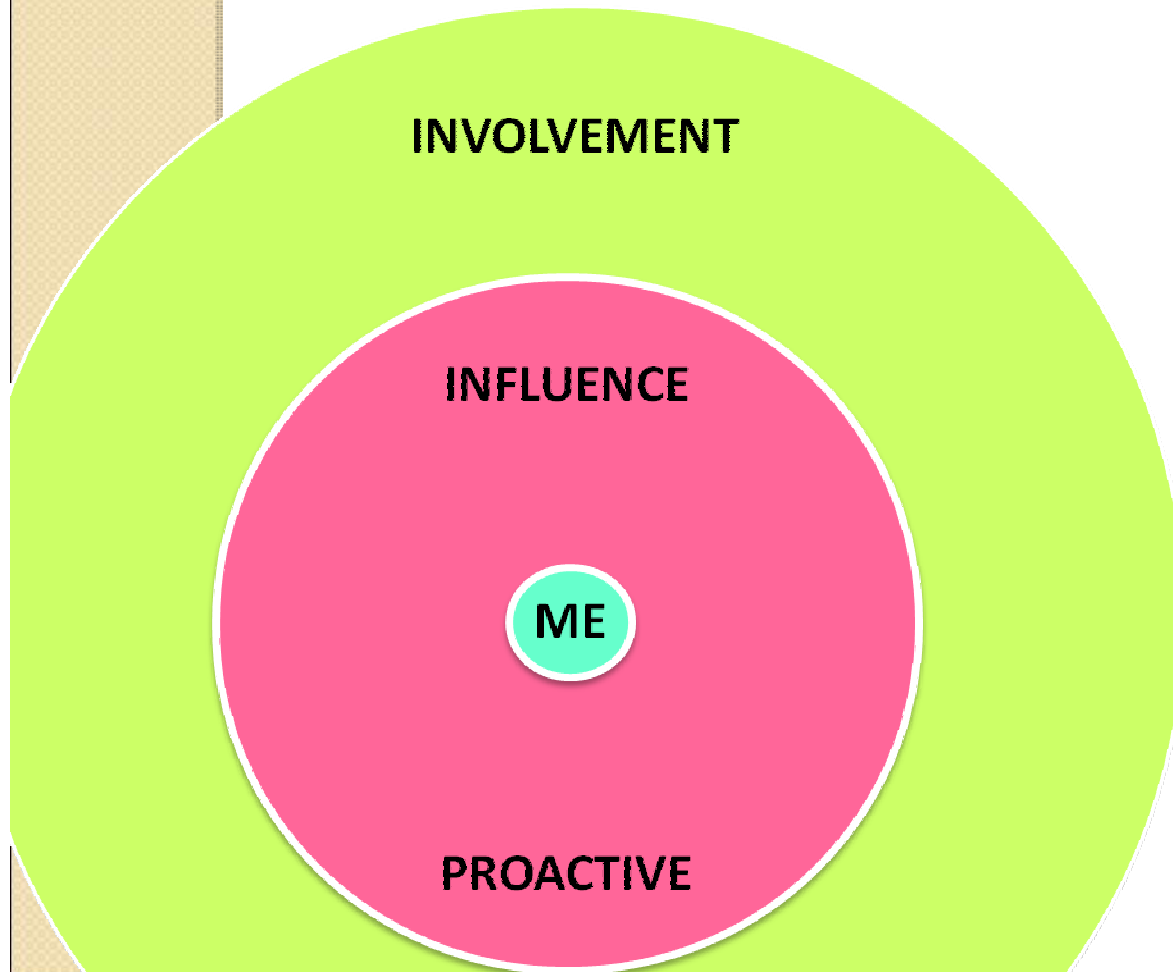


“If your goals are not clear/understandable, everything you do is good! You are reacting hastily to your environment.”

**The environment determines what you do. The environment you are guiding your life!**

# Why don't you finish your To-Do list at the end of the day?

- Where is your influence?






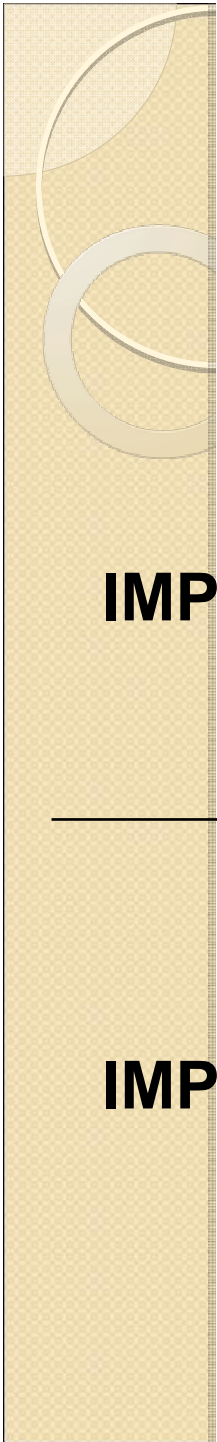
## NIVEA:

- Niet Invullen Voor Een Ander.

Continuously thinking about what an other would think of you, or say.



**To say “YES” to things that  
matter, you first have to say  
“NO” to things which don’t  
matter!**



**URGENT**

**NOT URGENT**

**IMPORTANT**

*Do it yourself*

*Plan & monitor*

**NOT  
IMPORTANT**

*Why do I have to  
do this now?*

*It's better not  
to do this!*