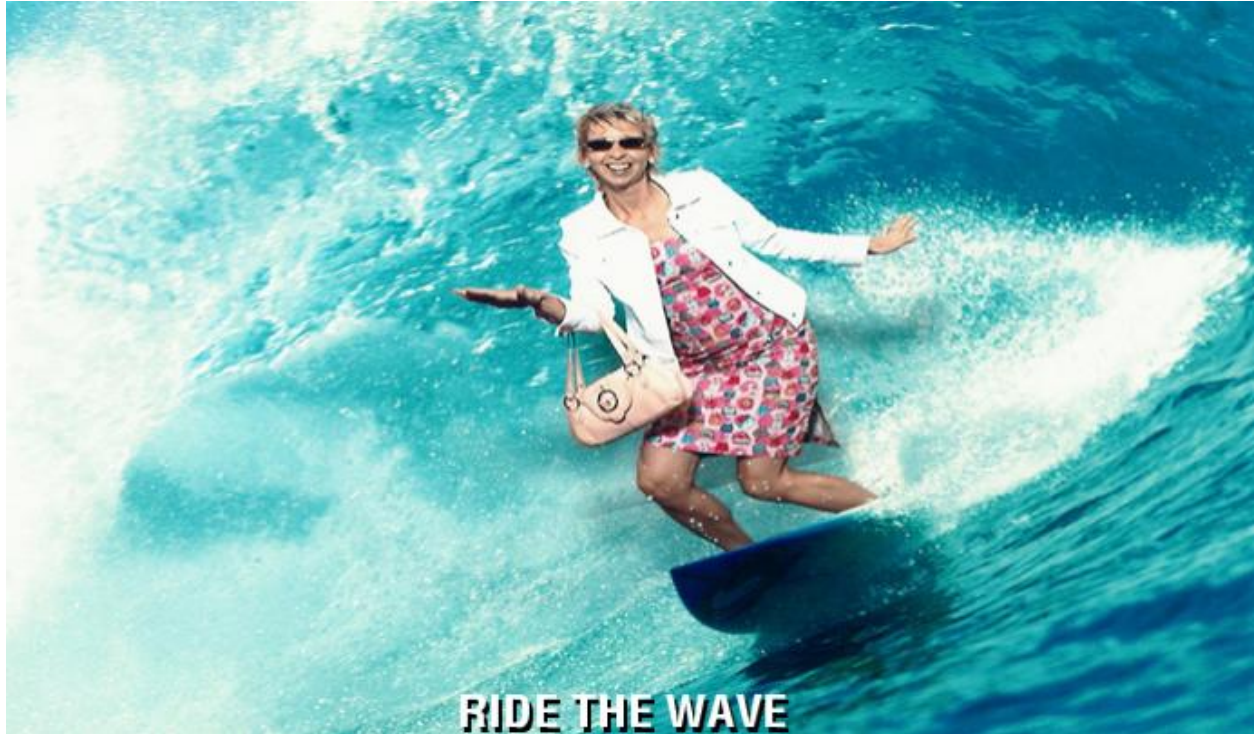


Targeting Your Time for Tangible Results



Keynote Speaker: Joy Baldrige

May 8, 2012

CAL Business Solutions

Microsoft Dynamics GP Users Conference

Interruption Recovery

Gain 3-5 hours of time in your week

“Interruptions Cause Forgetting”

– Dr. Hermann Ebbinghaus
German Cognitive Psychologist

2-15 Minutes vs. 2-15 Seconds

The Choice is Yours



- 1) The Red Ruler – Tangible Visible Object**
- 2) The Mental Note – Take a Moment**
- 3) Jot-a-Thought – Make a Notation**
- 4) The Plus, Plus, Dash – PPD**

Plus, Plus, Dash Example:

The First Plus: “Thanks for calling.”

The Second Plus: “I want to talk to you.”

The Dash: “Right now I’m in a meeting, when can we reconnect?”

“How about...” “I wish I could...”

To save more time say: “Plus, Plus, Dash” or “PPD”

When using the “PPD” do not say “But” or “However!”

Time and Priority Management

Lose an hour in the morning and you'll spend the rest of the day looking for it!

Self-questioning

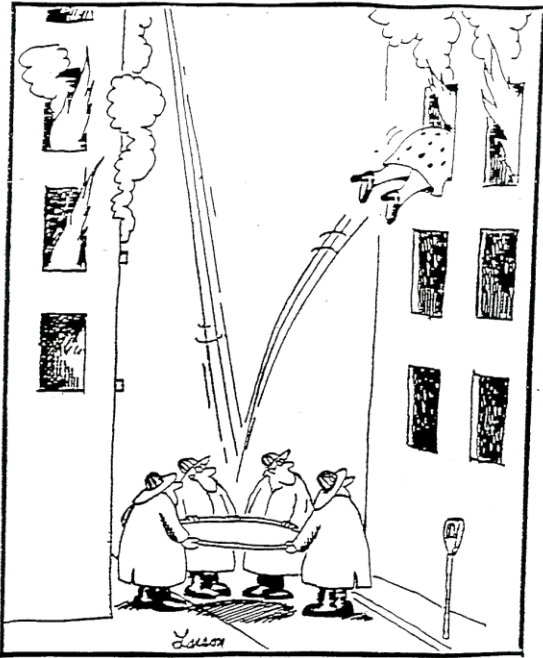
Is this the best use of my time right now?

What is the best use of my time right now?

Is this activity bringing me closer or farther away from my priorities?

What is urgent? vs. What is important?

- Urgent and important = crisis
- Not urgent but important = proactive
- Urgent but not important = delegate
- Not urgent not important = stop/shift/avoid



The MAP System of Goal-Setting

	To-dos	Calls	E-Mails	Follow-Ups	Project/Idea
Minimum	_____	_____	_____	_____	_____
Advanced	_____	_____	_____	_____	_____
Premium	_____	_____	_____	_____	_____

Remember: Like tasks done together build momentum.

Create Zones of Time: Phone Zone, E-Mail Zone, Follow-up Zone, Project/Idea Zone

Self-question:

What is your Mission of the Day?

What is your Mission of the Morning? What is your Mission of the Afternoon?

What is the one thing you can do to further your success for tomorrow?

What will (did) you accomplish today? Ask this at the start and end of each day.

Anti-procrastination:

1. **Look** at the scope of what needs to be done
2. **Divide** it into doable chunks: 2-20 minute tasks
3. **Begin** with the first chunk
4. **Reward-** Behavior rewarded gets repeated



The OGIVE Curve

Definition: A Cumulative Frequency Curve
Plot it to controlling the ups and downs of your day.

Positive Ogive: One point ascends to another and another and another

Negative Ogive: One point descends to another and another and another

X

Positive Ogive +

X Feeling great

X Ahead of schedule

X Behind schedule

X Feeling awful

X

Negative Ogive -

Success with Less Stress

Breathe! 4-4-6

House of Mad/Glad/Sad/Scared

Pay your **R.E.N.T.** every day:

Rest

Exercise

Nutrition

Thoughts

Joy Baldrige, CPC, CSP

Joy Baldrige is founder and president of Baldrige Seminars International, a professional development organization that focuses on management, leadership, sales, communication and priority management skill development, both domestically and globally. **Her first speaking engagement was at the White House, at the age of 19. She got there by cold calling the president.**

Joy began her career in training and development at Baldrige Reading Study Skills, Inc., where she developed and conducted a series of train-the-trainer programs for new hires assigned to teach the Baldrige Program at a variety of colleges and universities in the United States and overseas. In 1992, she founded Baldrige Seminars International. Since then **she has designed curriculum and conducted over 1,500 customized keynote and training sessions for 200+ corporations, publications, associations and universities**, such as: 3M, Time Warner, Energizer, Deloitte, National Geographic, GQ, Vanity Fair, Oprah, Architectural Digest, Rolling Stone, UBS, Citi Private Bank, Coldwell Banker, JP Morgan, Skadden Arps, Toshiba, Club Med, IBM, Xerox, The American Bar Association, United States Tennis Association, American Society of Interior Designers, The American Management Association, Magazine Publishers of America, Colgate University, Fairfield University, Skidmore College, Loma Linda Medical Center, Gettysburg College, RPI, Tulane University and Yale University.

Joy is the author of The Fast-Forward MBA in Selling, published by John Wiley & Sons, Inc. This book provides an abundance of what she calls “Golden Nuggets” of information: Useful real-world tips, case studies and strategies designed specifically to help create self-managed business professionals.

Joy coaches managers and C-level executives on professional development skills including effective public speaking, exceptional presentation best practices and how to best engage an audience. Her diverse background as a keynote speaker, corporate trainer, coach, sales professional, vice president and president, enables her to present information across all corporate levels. **Her seminars are highly entertaining, extremely informative and completely customized. They are known for producing immediate and tangible results.**

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