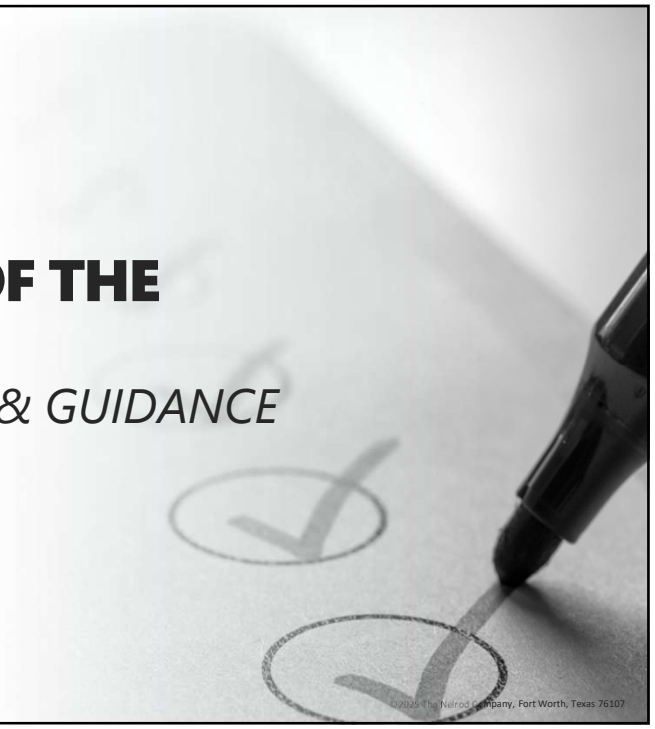


A DAY IN THE LIFE OF THE HCV PROGRAM

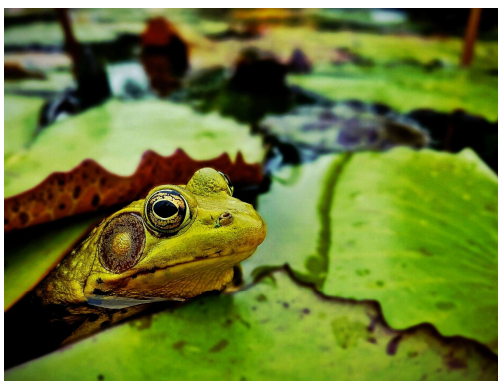
TASK MANAGEMENT TIPS & GUIDANCE

Presented by Kati Gray



1

EAT THAT FROG!!!



- Dreaded tasks first
- Sense of Accomplishment
- Less tempted to procrastinate

2

2

JUST DO IT!!!



- Discover your obstacles
- Remove them
- Reward yourself

3

3

THE 15-MINUTE RULE



- Set a timer
- Work a task
- Estimate better

4

4

CHOP IT UP

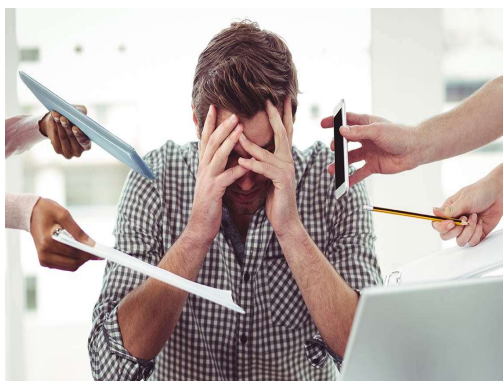


- Chop up larger projects
- Focus on a single task
- Sense of achievement
- Improves motivation

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REMOVE DISTRACTIONS



- Office clutter
- Email notifications
- Phone calls
- Environment

6

6

START SMALL & BUILD



- To-Do list
- Daily tasks
- Build upon successes

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SET REALISTIC DEADLINES



Use the 4 P's

- ✓ Positive
- ✓ Personal
- ✓ Possible
- ✓ Prioritized

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“SMART” GOALS

Specific

Measurable

Attainable

Relevant

Timely

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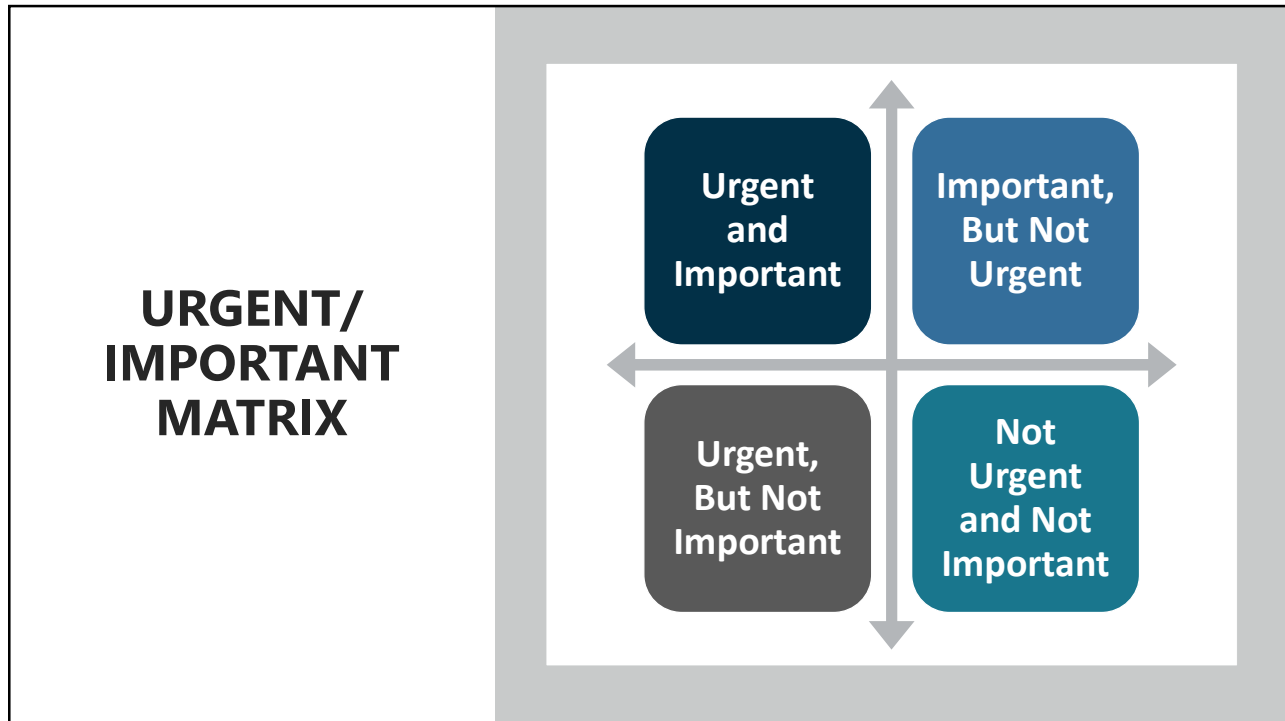
PRIORITIZING YOUR GOALS

Rate tasks:

1. Must do. Urgent and Important
2. Important, core of work
3. Routine work
4. Trivial things and don't' do's

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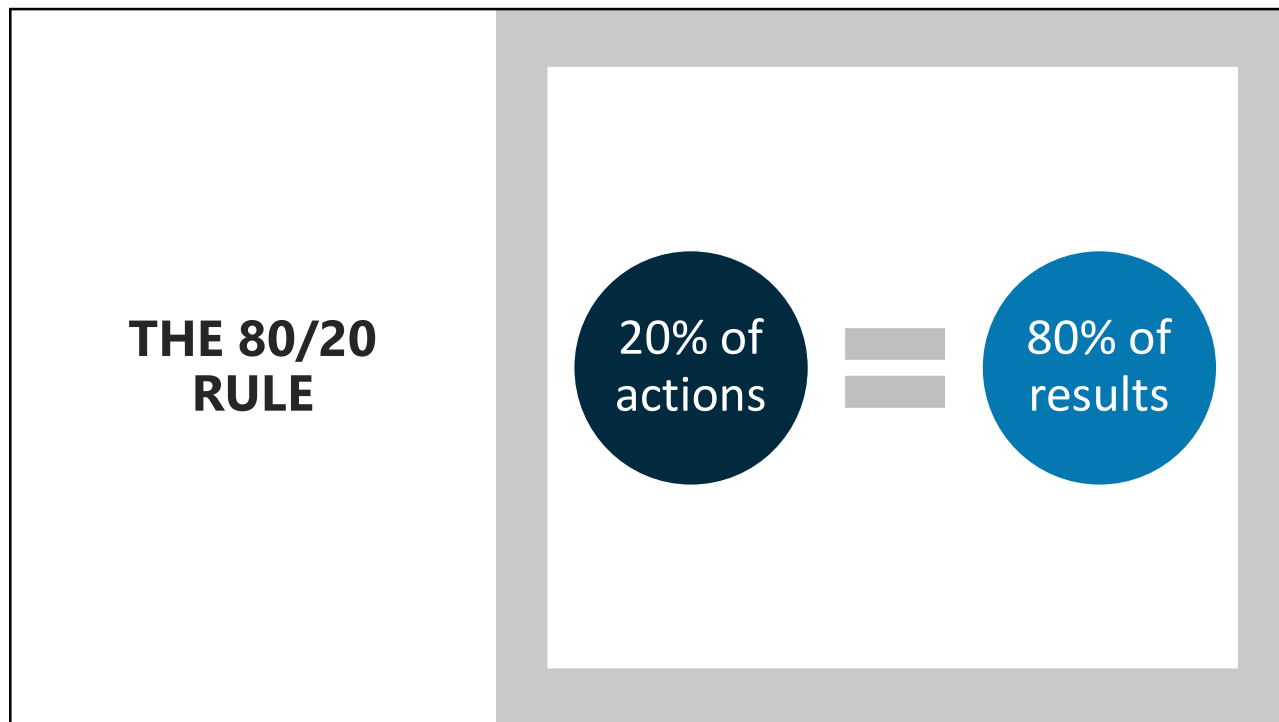
11

FOCUS ON THE URGENT/IMPORTANT

- Make a list – **THEN CUT IT DOWN!**
- Chunk, Block, Tackle
- The key to using lists – **PLAN AHEAD**
- Don't be afraid to ask for help and/or delegate

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12



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UTILIZE A CALENDAR

- Keep the calendar with you
- Make it a habit
- Transfer unfinished tasks

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TIME MANAGEMENT

- The first step toward more effective use of your time is NOT making a new schedule but analyzing your old one!
- Identify and eliminate

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15

LEARN TO SAY NO!

- Do not allow people to talk you into urgent tasks
- Do not deviate from your schedule unless it is a true emergency
- Complete your urgent/important tasks first

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TIME MANAGEMENT

1. Ditch the “open door” policy
2. Avoid digital distractions
3. Limit mental friction
4. Streamline scheduling
5. Protect your sleep

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