

Time Management

Clarity
Motivation
Appreciation
Simplification

Effectiveness
Action plans
Priorities
Goals
Diaries
Meetings

Faster
Smarter
Better
Urgent vs important
Wastage

Delegation
To-do or not to-do
Career
Life
Comfort zones
Guidance
Teamwork
Trust

Monitoring progress
Follow-up
Balance
Negotiation

Mindtools
Speed reading
Mind maps

Work-Life balance
Well-being

Communication
Feedback
Support
Praise
Review
Correction
Improve

Let Go
Fearless
Exceed expectation
Transcend limits
Confidence

Ergonomic
User-friendly
Efficient
Value-added
Positive

Who?
What?
Where?
When?
Why?
How?

Supervise
Help
Encourage
Discretion

Choices
Decisions
Big
Small
De-clutter
Slow down to speed up
Breaks

Key-issues
Methods
Check points
Deadlines

SMART
Specific
Measurable
Attainable
Relevant
Time-bound

Big Picture
Chunking
Bite-sized
Multi-tasking
Diversity

