



Consulting



SAFER AND STRONGER TOGETHER!™

Improving Communication Habits and Mastering Time Management

October 29, 2024

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Communications Skills



GROUP DISCUSSION



1. What are your biggest challenges in communication?

Habits of Effective Communicators



Make the Complex Simple





Actively Listen



Effective Listening Self-Evaluation

<i>Communicating Knowledge and Attitudes</i> Circle the # in the appropriate box Do You:	Most of the time	Frequently	Occasionally	Almost Never
1. Tune out people who say something you don't agree with or don't want to hear?	1	2	3	4
2. Concentrate on what is being said even if you are not really interested?	4	3	2	1
3. Assume you know what the speaker is going to say and stop listening?	1	2	3	4
4. Repeat in your own words what the speaker has just said?	4	3	2	1
5. Listen to the other person's viewpoint, even if it differs from yours?	4	3	2	1
6. Learn something from each person you meet, even if it is ever so slight?	4	3	2	1
7. Find out what words mean when they are used in ways not familiar to you?	4	3	2	1
8. Form a rebuttal in your head while the speaker is talking?	1	2	3	4
9. Give the appearance of listening when you aren't?	1	2	3	4
10. Daydream while the speaker is talking?	1	2	3	4
11. Listen for main ideas, not just facts?	4	3	2	1
12. Recognize that words don't mean <u>exactly the same thing</u> to different people?	4	3	2	1
Total the Columns:				



Time Mastery

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\$86,400

You can't STOP time but you CAN manage...

- Personal Productivity
- Self-Management
- Self-Discipline
- Life Management



Benefits of Effective Time Management



**MORE TIME TO
SPEND WHERE YOU
NEED (OR WANT) IT**



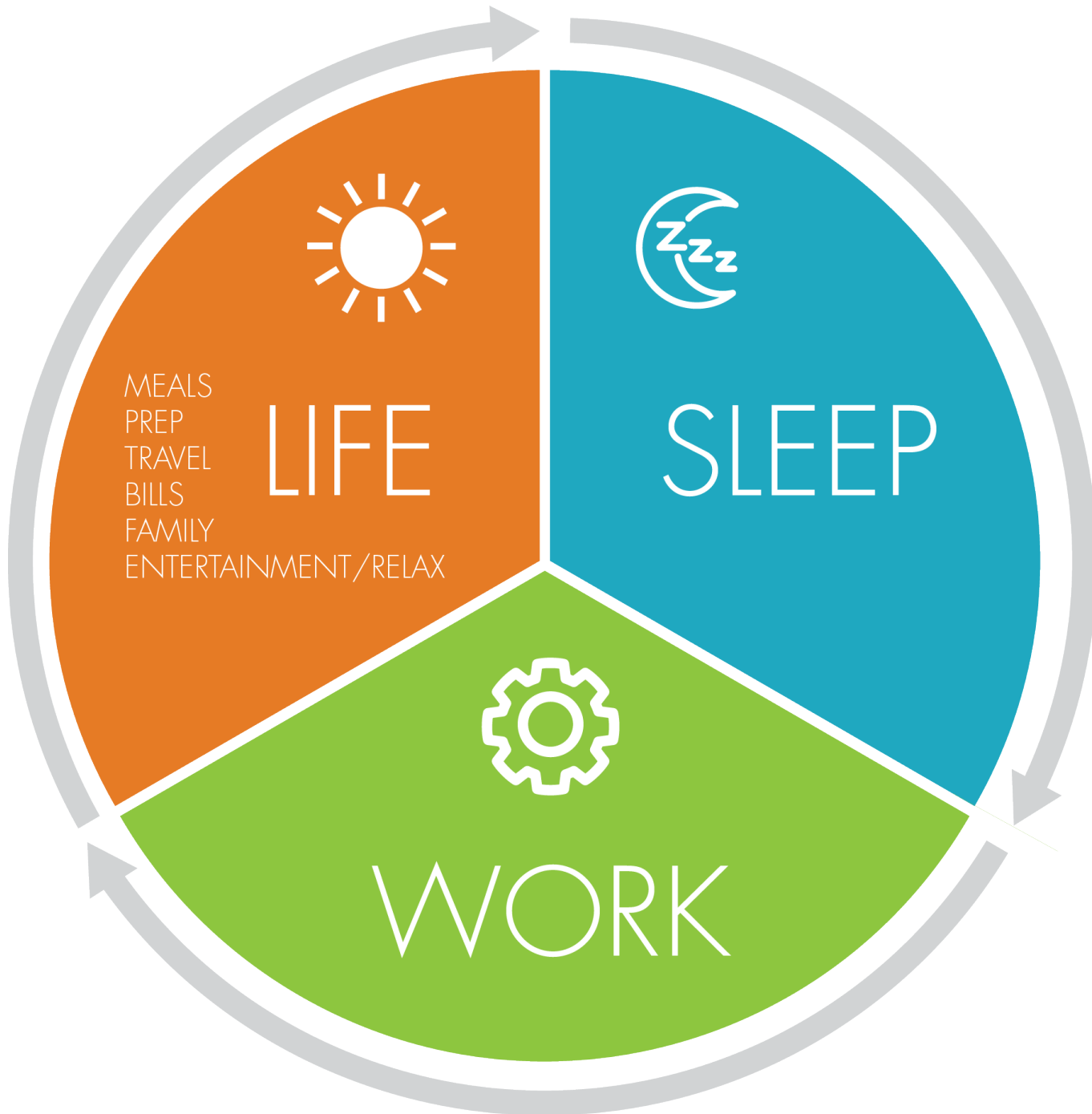
**ABILITY TO REALIZE
GOALS**



**MORE GROWTH
OPPORTUNITIES**



REDUCED STRESS



T Track Your Time
I
M
E

Benefits of Effective Time Management



**MORE TIME TO SPEND
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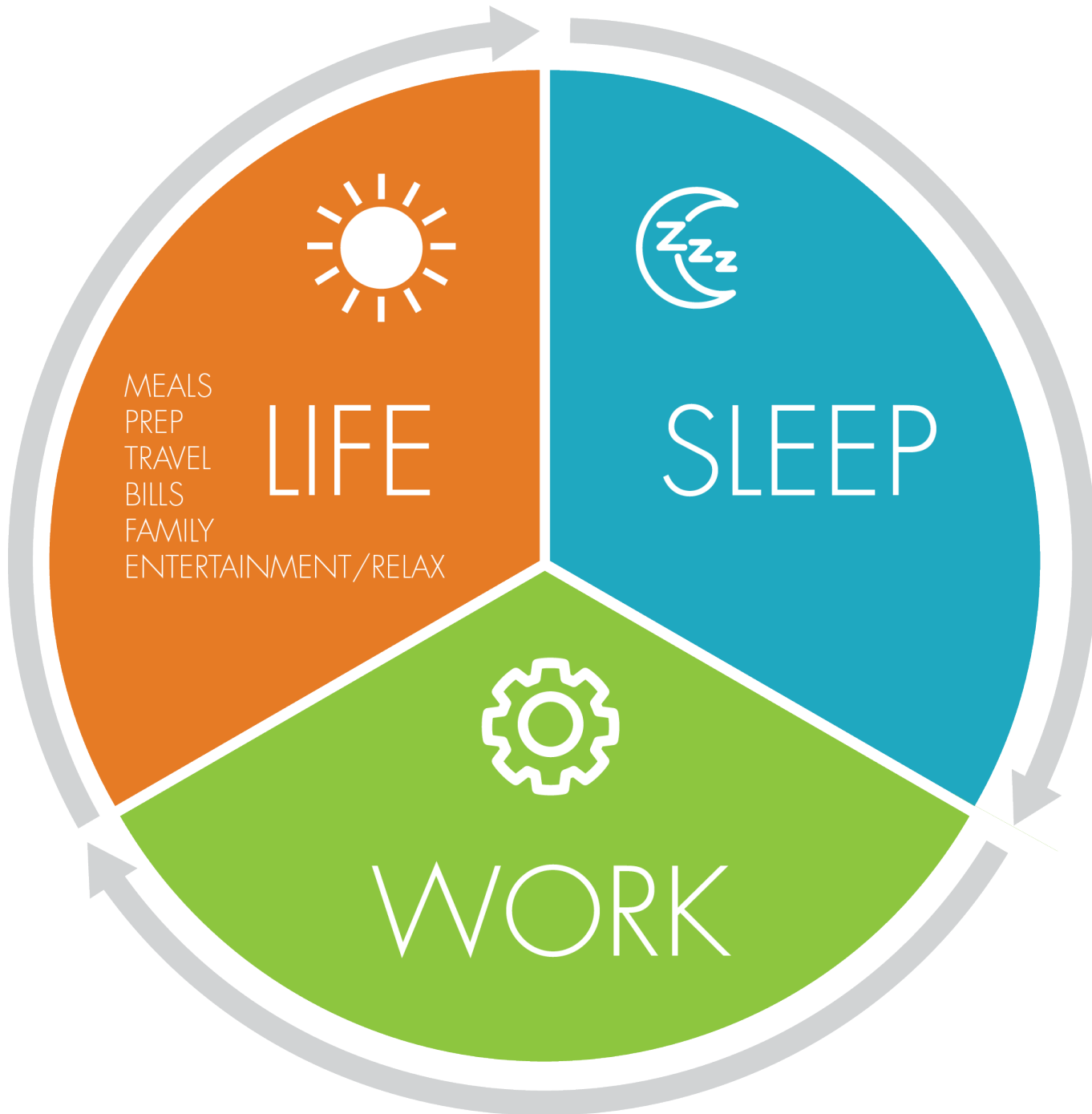
**ABILITY TO REALIZE
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REDUCED STRESS



T

Track Your Time

I

Integrate Items and
Remove Distractions

M

E

Time Savings Tips

People and Meetings

01

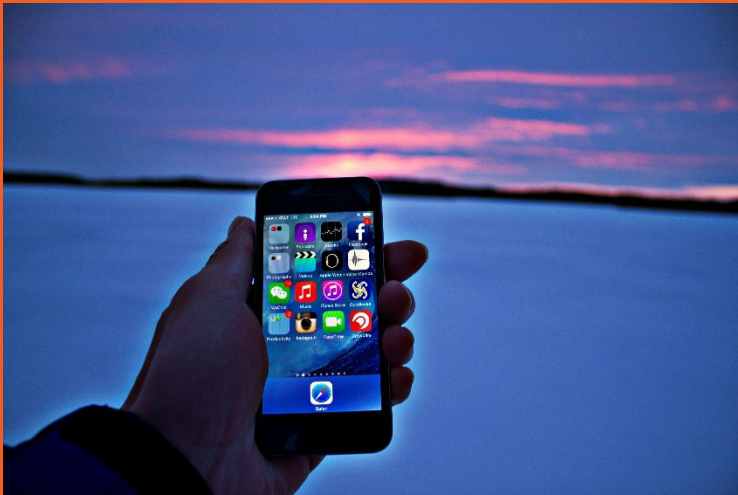


- Agendas
- Parking lots
- Be concise and action driven
- Stand up OR shorter meetings
- Who needs to be there?
- Barriers to Time Gremlins
- Blocking time for people
- Learn termination phrases and posture

Time Savings Tips

02

Technology and Communications



- Communication Strategy – Email, VM, text, etc.
- Limit email reply and times
- Limit communication to those who need it
- Get control of your phone – social media, etc.
- **TURN OFF YOUR NOTIFICATIONS**

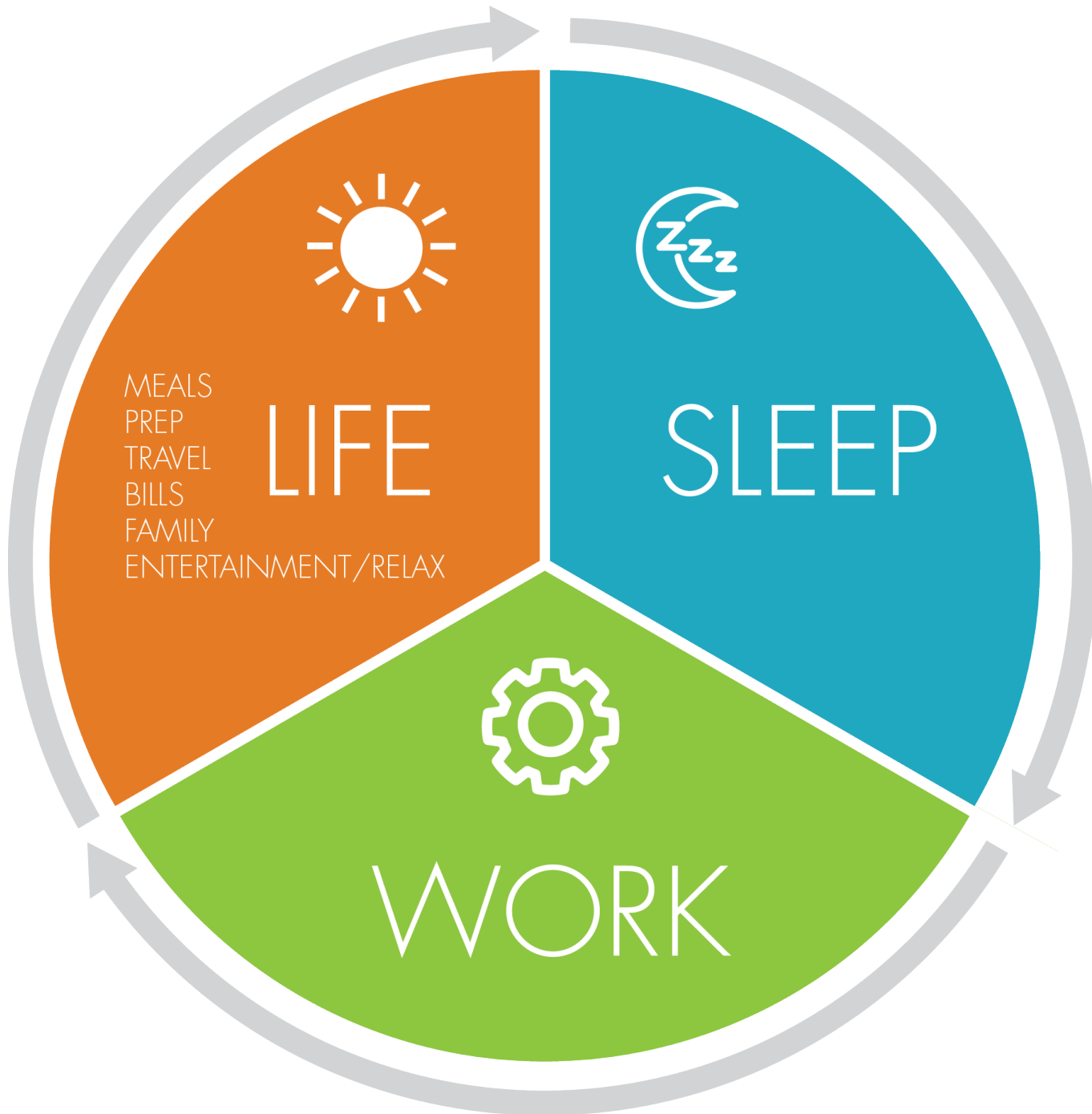
Time Savings Tips

03

General Planning and Prioritizing



- Pre-Plan the Day and Week
- Group Similar Items Together
- Prioritize to What Works for You
 - The 2-Minute Rule
 - Eat Your Broccoli
 - Important Over Urgent
- Don't Waste Productive Hours



T

Track Your Time

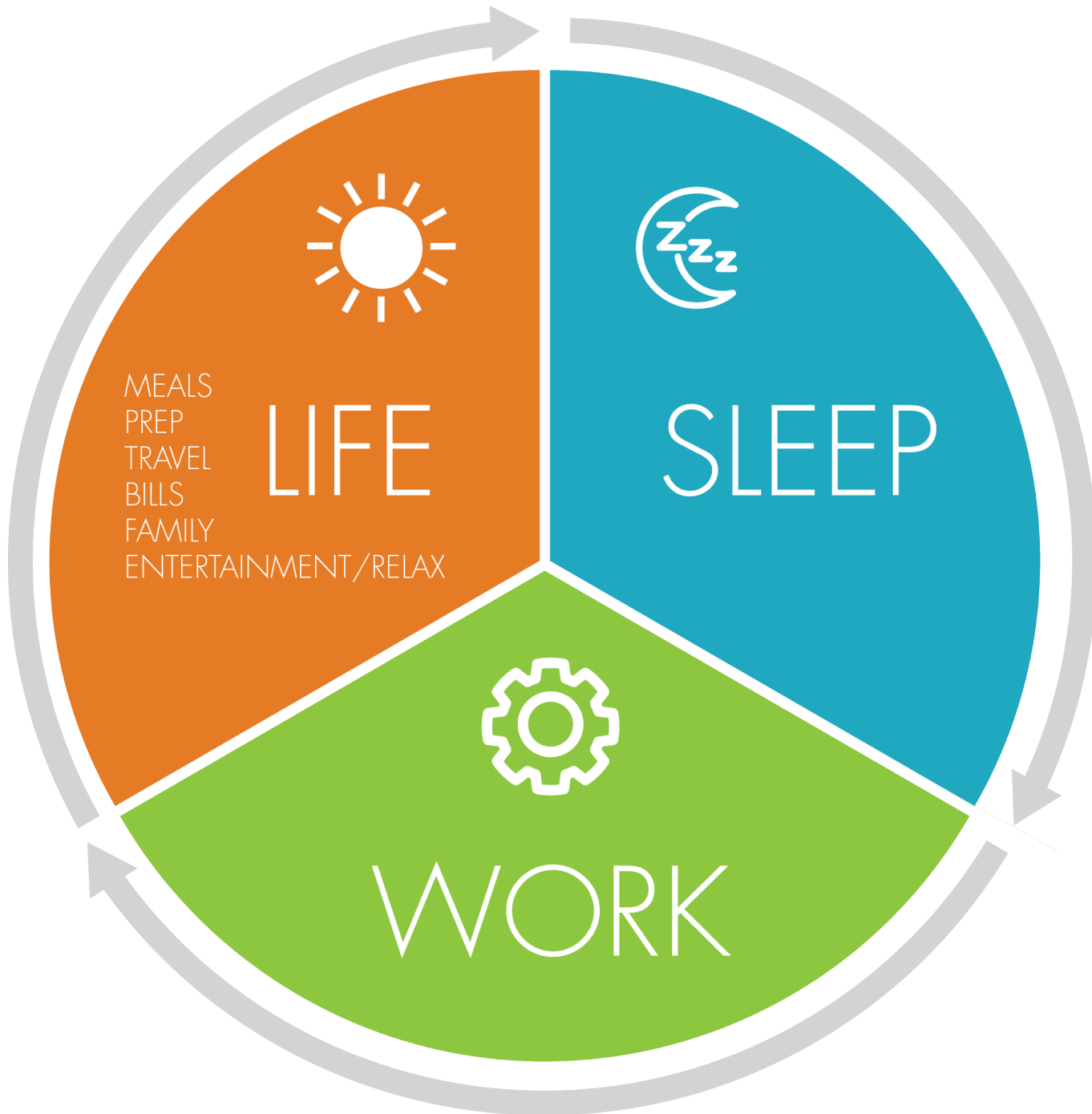
I

Integrate Items and
Remove Distractions

M

Make Tough Decisions
and Say NO

E



T

Track Your Time

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Remove Distractions

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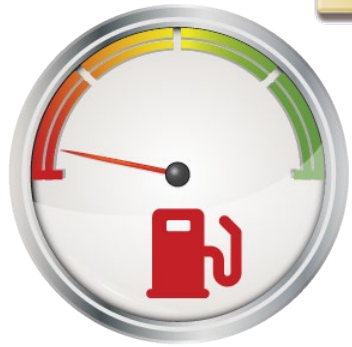
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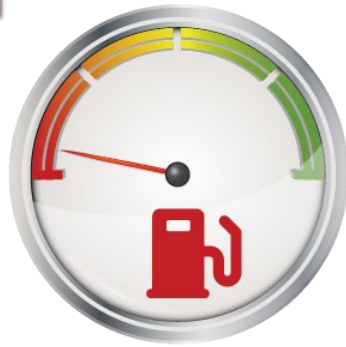
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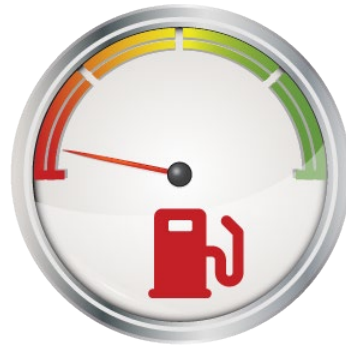
Is Your Life Aligned as You Want It?



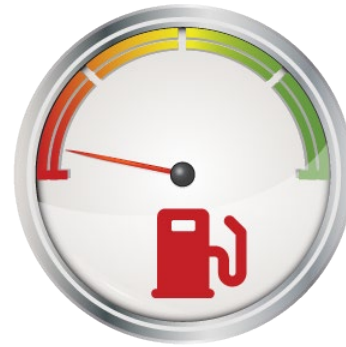
Physical



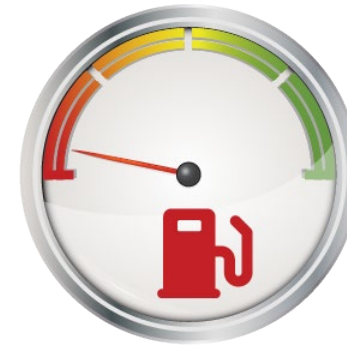
Relationships



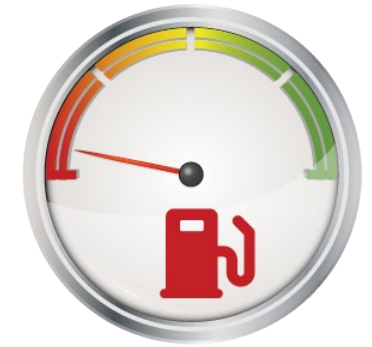
Occupational



**Mental/
Intellectual**



Spiritual



Emotional



Let's Stay Connected!



*Follow me on LinkedIn and receive
a copy of Time Mastery Toolkit*