



LifeSmarts
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TIME MANAGEMENT VOCABULARY

Daily Planning: Setting aside time each day to plan out all that you have to do and all that you want to do.

Deadline: A date and time to complete something.

Delegation: The act of redirecting tasks, initiatives or responsibilities to others.

Goal Setting: The process of identifying something you want to accomplish and establishing measurable objectives and timeframes to help you achieve it

Interruption: An unanticipated event that comes to you in-person or electronically, via text, phone, email, or an app.

Multi-Tasking: Doing more than one thing at a time.

Prioritizing: The process of determining the level of importance and urgency of a task, thing or event

Stress: The effects that you feel when your reality falls short of your expectation.

The 20/80 Rule: Also known as the Pareto Principle. Dictates that 20% of actions drive 80% of results meaning items with top priority will create the most significant results.

Time: Your most precious resource.

Time Log: A tool to catalog how your time is actually being spent, including how you waste time or spend time on low priority tasks, when you have the most energy, and what distracts you from high priority activities to help increase your productivity.

Time Management: The art, science, and practice of gaining better control over the entire 24 hours in your day to create personal balance and increased productivity.

To Do List: An electronic or written list of what you have to do and what you want to do over the next 24 hours with the items rated according to their importance.

Virtual Assistant: An assistant who helps you through the Internet or an app to accomplish some of your tasks.