

TIME MANAGEMENT



Monitoring progress

Follow-up
Balance
Negotiation



Clarity

Motivation
Appreciation
Simplification



ABC

ABC

Communication

Feedback
Support
Praise
Review
Correction
Improve



Effectiveness

Action plans
Priorities
Goals
Diaries
Meetings



Mindtools

Speed reading
Mind maps



Choices

Big
Small
Declutter
Slow down to speed up
Breaks

Supervise

Help
Encourage
Discretion



Who?
What?
Where?
When?
Why?
How



Key-issues

Methods
Checkpoints
Deadlines

