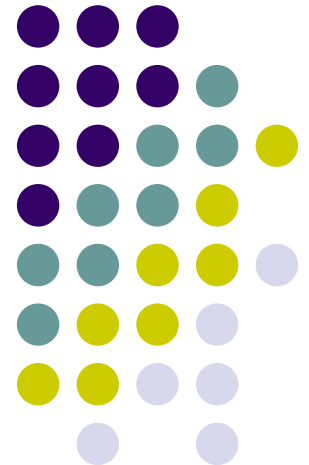
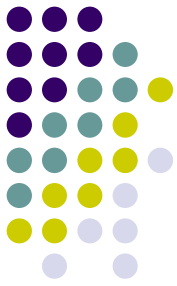


Time Management

**Collaboration of
AMT Group & Wall Street Associates K.K.**



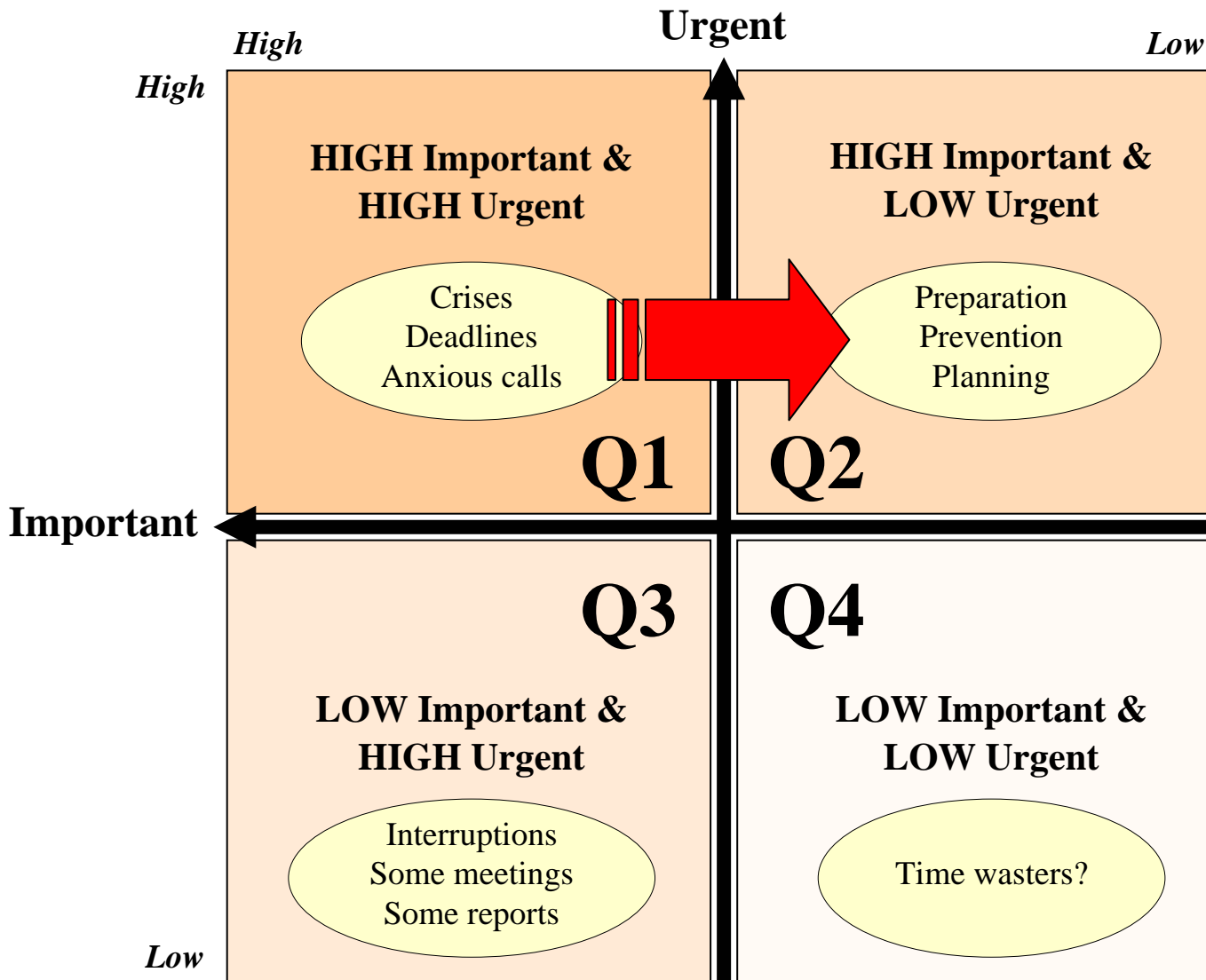
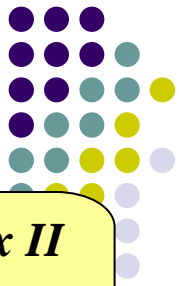
Ice Breaker



If you had an extra 30 minutes each day,
What would you do?

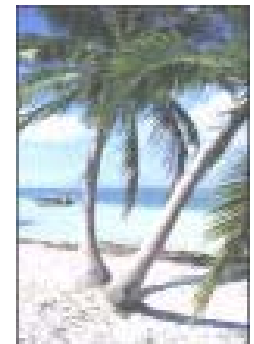
QuickTime™ and a
TIFF (Uncompressed) decompressor
are needed to see this picture.

Time Management Matrix



Grow Box II to increase effectiveness

The more time spent in QII, the smaller QI becomes.



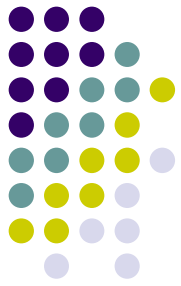
Move Tasks into Q2



- **Troubleshooting**
- **Scheduling**
- **Communication**
- **Preparation**
- **Goal setting**
- **Strategic planning**



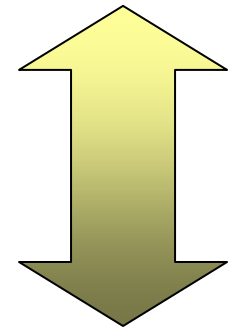
Dynamics of Energy



**Negative
High**



**Positive
High**



**Negative
Low**



**Positive
Low**

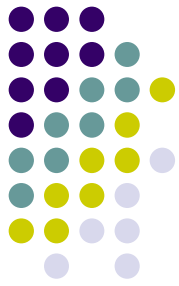
Energy Boosts



- **Endorphin releasing foods**
- **Water, water, water**
- **Power Nap/Sleep**
- **Brain Breaks**
- **Physical Activity**

QuickTime™ and a
TIFF (Uncompressed) decompressor
are needed to see this picture.

Re-fresh Activity



Do you have time to Energize?

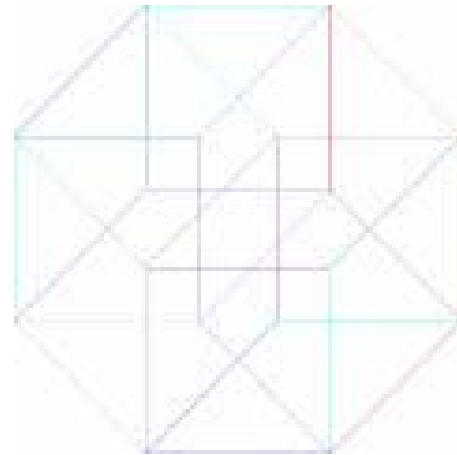
QuickTime™ and a
TIFF (Uncompressed) decompressor
are needed to see this picture.

Time Management Rules



1 Touch! and 4-D Approach

- **Dump it!**
- **Delegate it!**
- **Defer & Date it!**
- **Do it... IMA!**



3 Desktop Boxes



- **In Box**
- **Pending Box**
- **Out Box**
- **A case study**

QuickTime™ and a
TIFF (Uncompressed) decompressor
are needed to see this picture.

Email Management

Eメールのマネージメント



- **Match physical files**

書類ファイルとのマッチ

- **Email etiquette**

Eメールエチケット

- **ABC or 123**

A B C または 1 2 3

- **Electronic calendar**

電子カレンダー

- **Inbox scheduler**

受信ボックススケジュール 設定

QuickTime™ and a
TIFF (Uncompressed) decompressor
are needed to see this picture.

Thank you!

**Collaboration of
AMT Group & Wall Street Associates K.K.**

