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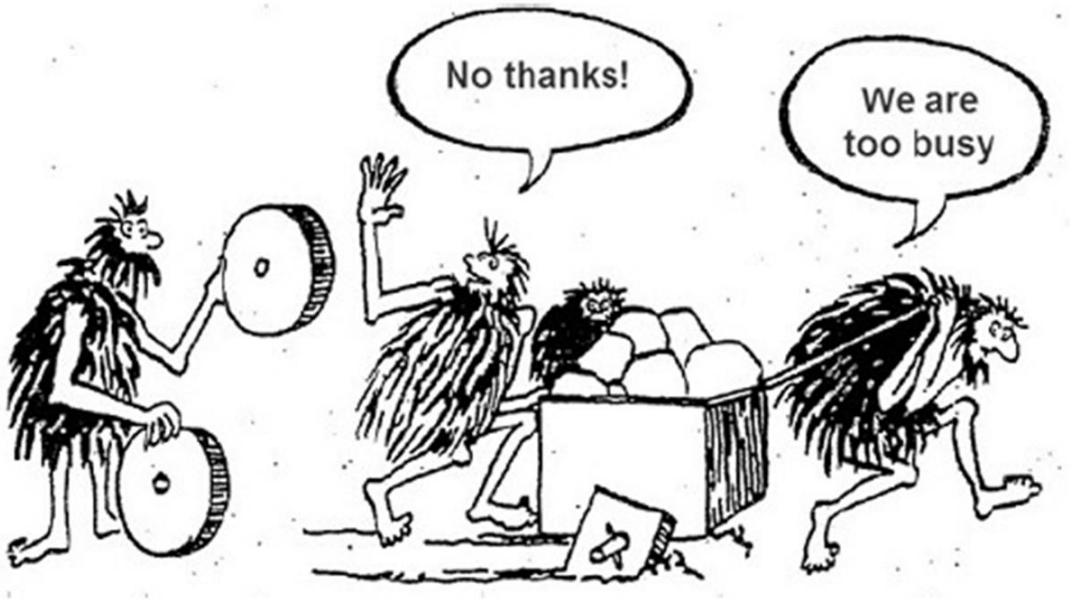

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Crazy Busy.

Ideas for Prioritizing Your Life so it is Not Crazy Busy

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DISCUSS: Do you think time management is more difficult now than ever before?

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WHAT DO I KNOW ABOUT BEING BUSY?

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“Hear me now but believe me later!”

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WE HAVE DEEP PROBLEMS

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“One reason we never tame the busyness beast is because we are unwilling to kill anything. We rearrange our schedule and tighten up our breaks, but nothing improves because we have not pruned anything. We have not established what we won’t do any longer.”

“We are busy because we try to do too many things. We do too many things because we say yes to too many people. We say yes because we want these people to like us and pat our back; we fear their disapproval.”

Am I trying to do good, or trying to make myself look good?

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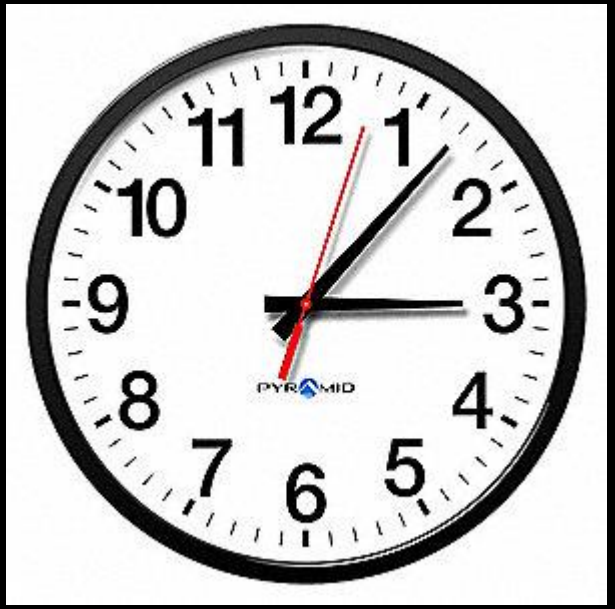
Make Wise Choices



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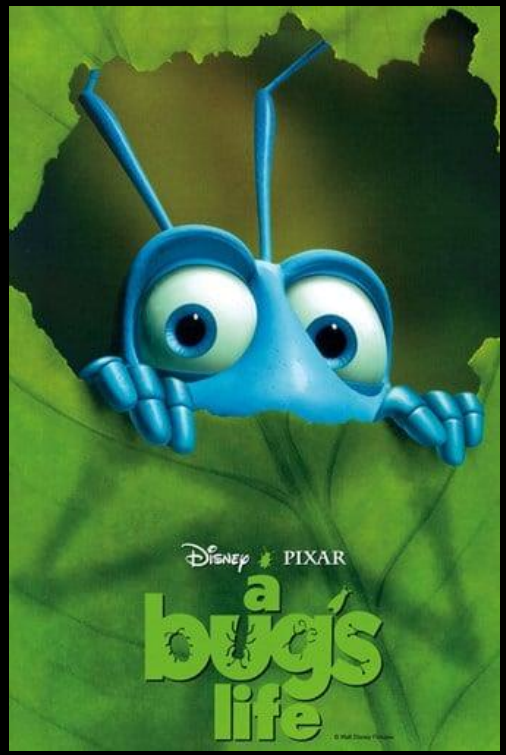
Choose a New Perspective or View



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Use Time Scraps

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Manage Time Killers

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Keep Two Lists

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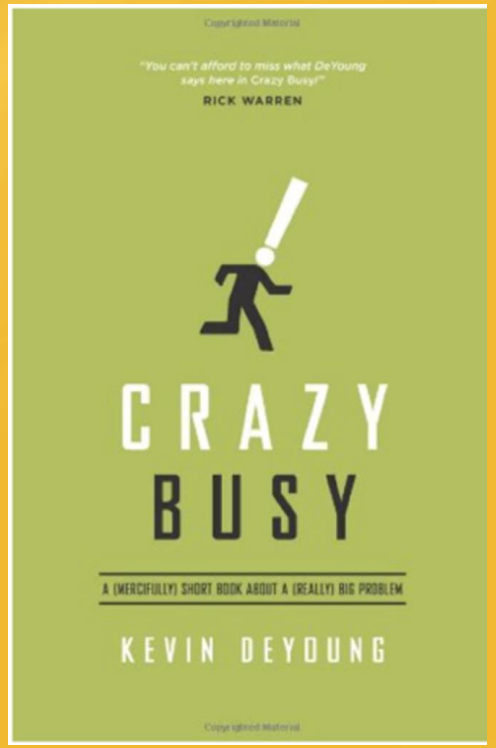
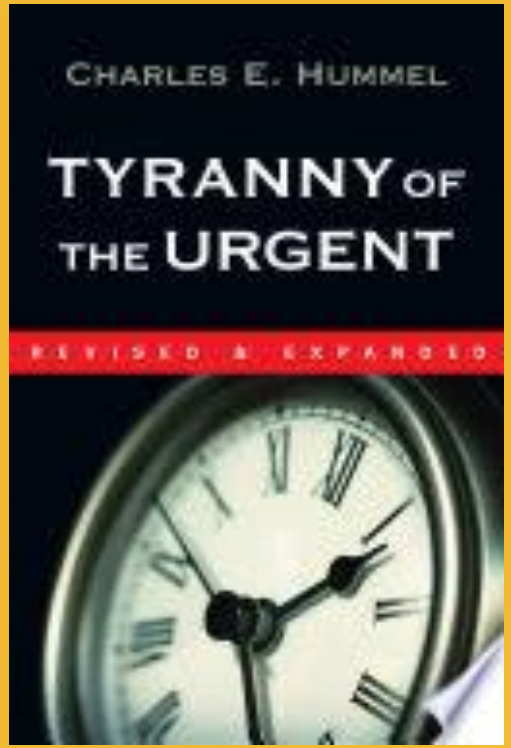
RESOURCES





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Suggestions to Consider

- Planning and Process
- Touch it Once
- Office Logistics and Respect
- Schedule Yourself
- Reduce Interruptions
- Delegate well
- Work at work / Home at Home
- Not Important But Due Soon

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I have seen the enemy of time management and it is me!

David Burton

COUNTY ENGAGEMENT SPECIALIST

County Engagement Specialist in Greene County

- University of Missouri's rep in Greene County
- Helps broker connections, information, knowledge and resources, based on county needs
- Also, community economic development specialist for Greene and Lawrence counties
- Greene County is home. Grew up in Ash Grove. Now live in Republic.

CONTACT DAVID

PHONE:	417-881-8909
EMAIL:	burtond@missouri.edu
OFFICE:	**MU Extension in Greene County** 2400 S. Scenic Ave. Springfield, MO 65807

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