

GLOSSARY

Time Management Fundamentals

With Dave Crenshaw

Use these terms and definitions below to understand concepts taught in the course.

Transcript Search: Note that you can search for terms directly within the course. To search video text, switch to the *Transcripts* tab, then press Cmd/Ctrl + F on your keyboard to run a search within the active transcript.

Term	Definition
focus-chaos scale	A way of thinking about one's natural tendencies when it comes to productivity. People who naturally understand organization and productivity fall to one side, while others tend to favor disorganization and chaos.
switch tasking	This is what occurs when you attempt to perform multiple attention-requiring tasks at the same time
unprocessed items	Items or tasks that are unresolved
gathering points	Any place where you gather unprocessed items
consolidation	Collecting multiple sources into one central location
wild card gathering point	An optional gathering point which adapts to fit whatever situation you are in

Exercise

This exercise will help you identify your most valuable activities.

1. Begin by listing the activities you perform at work in the first column. Each activity should appear in a unique row. (i.e. – managing employees, booking travel, janitorial work, etc...)
2. Enter an estimated average annual salary for someone performing this activity full-time in the second column. If unsure, search online to find an estimated salary.
3. In the third column, calculate the hourly wages for each activity, by dividing the estimated annual salary by 2,080. (2,080 = 52 weeks * 40 hours)
4. Finally, rank each activity according to value per hour. So, if you had activities with estimated wages per hour of \$10, \$20 and \$30, then they would be ranked as follows: \$30 (1); \$20 (2); \$10 (3).
5. Once you've ranked all of these activities, you can identify your top two most valuable activities.

Activity	Estimated Salary	Estimated Wage/Hour	Rank
Travel	_____	_____	_____
Wasting Time			
	_____	_____	_____