

# TIME MANAGEMENT & GOAL SETTING [BE IN CHARGE]

## THE INAUGURAL STRESS MANAGEMENT AND WORK-LIFE BALANCE FOR PROFESSIONALS

Presentation by:

CPA JOEL KOBIA, TJoe  
Lead Consultant – Royal Lead Consultants Ltd  
Tuesday, 10<sup>th</sup> December 2019

Uphold public interest



# HEART OF THE MATTER



TODAY IS ...

YESTERDAY'S

HARVEST

# **PRESENTATION AGENDA**



- ☐ **Introduction**
- ☐ **Top Enemy Arrested!!**
- ☐ **It all starts with a desire...**
- ☐ **Take Full Charge!!**

# TOP ENEMY ARRESTED ...



# TIME ....



- ❑ Time: **Highest expiry** [Present – Past]
- ❑ I am = **My relationship with time**
- ❑ Every action counts ...anything Vs Everything
- ❑ **Worst enemies:** Those within
- ❑ He who robs your time robs your life

# TOP ENEMY ARRESTED ...



# THE ARREST ...




- ☐ Question your actions Vs Highest Priority?
- ☐ Plan your tomorrow today
- ☐ Embrace solution oriented life
- ☐ Schedule time for your 8 core areas
- ☐ Default: Build systems around activities

# URGENT - IMPORTANT MATRIX



	URGENT	NOT URGENT
IMPORTANT	<p>Q1: Urgent &amp; Important: <i>CRISES / DO</i></p>	<p>Q2: Not Urgent but Important: <i>PLAN / GOALS</i></p>
NOT IMPORTANT	<p>Q3: Urgent but not Important: <i>Interruptions = Delay / Delegate</i></p>	<p>Q4: Not Urgent &amp; Not Important: <i>Distractions = Eliminate</i></p>

# THE ARREST ...

- 
- ☐ *Eliminate*
  - ☒ *Assertive Card: Default No*
  - ☐ *Delegate*
  - ☒ *Act Now - No to procrastination!!*
  - ☐ *Prior Planning - Know the flow [Default]*

# THE ARREST ...

- ☐ *Batch your time [3 hourly reviews]*
- ☒ *Get a P.A [Guide your appointments]*
- ☐ *Self Awareness - Right Attitude*
- ☒ *Expand your wake-up time*
- ☐ *Get unstuck - Expand knowledge / Capacity*

# GOAL SETTING



# GOAL SETTING

End in Mind!

- ❑ *DESIRE - OPTIONS - PRIORITY - ACTION*
- ❑ *SMART [WHAT - WHY - WHEN - HOW]*
- ❑ *ACCOUNTABILITY LEVELS [5 Rs]*

# GOAL SETTING

End in Mind!

- ❑ *SWOT [ S Vs O : Purpose, Strengths]*
- ❑ *DURATION [ Short Term, M/T, L/T]*
- ❑ *LEVELS [Ordinary - Conventional -Dream]*

# GO FOR IT!

- ❖ Become Deliberate
- ❖ Declutter your life
- ❖ Permit yourself to grow
- ❖ Plan your work & work your plan



# GO FOR IT!!

- ❖ Ride on synergy
- ❖ Create your own reality
- ❖ Inculcate self awareness
- ❖ Own the problem; be the solution



# PARTING SHOT



*People with GOALS succeed because they know  
where they are going - Earl Nightingale!*





**CPA JOEL KOBIA**

Tel. 0722 294 325 / 0732 075 805

Tweeter: @TJoeKobia

LinkedIn: CPA Joel Kobia

FB Page: Joel Kobia – Life Coach