

## Project and Time Management System

**The keys to project and time management are simple. They can be narrowed down to these three simple steps.**

### 1. Big List and Project Pages

The Big List is list of priority projects such as completing a web page, writing an eZine or doing follow up with attendees after a workshop. You can also dedicate a separate project page for a multi-step project if you like, where you write down all the main action items for the project. Keep this Big List in a binder with holes punched on the *right* side of the page.

### 2. Weekly Pages

These pages are where you write down the most important action items for the coming week. These action items come from your Big List. Put this in your binder with holes punched on the *left* side so that the Big List and Weekly list face each other (this is a big key). Transfer items from the Big List to the Weekly List with care. Don't overdo it and transfer too many big priorities for the week.

### 3. Daily Control Panel and To Do List

Each day you'll transfer items from your Weekly List and put them on this Daily List. This is an action item you intend to actually complete that day. A few rules for managing your daily to-do list:

- **Don't put too many items on your daily list.** You have to balance these items with appointments and also daily tasks such as checking email, following up on calls, etc. You can write your appointments on the calendar on the left side of the page.
- **Refer to your list often during the day.** It's easy to get off track. You need to actually schedule some time to work on each item. Items that don't get completed get forwarded to the next day. The object is not to get a million things done but a few priority things completed each day and each week.
- **Practice makes perfect.** The more you practice this system, the better you become at moving your action plans forward. You will be able to manage several action plans without losing track of them. It becomes a game to get these important action items done consistently.

The Marketing Mastery Program

| <b>Big List, Project List</b> |  | <b>Date</b> |  |
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The Marketing Mastery Program

| <b>Weekly List</b> |  | <b>Date</b> |  |
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The Marketing Mastery Program

| <b>Daily Control Panel</b> |                               | <b>Date</b>        |  |
|----------------------------|-------------------------------|--------------------|--|
|                            | <b>Scheduled Appointments</b> | <b>To Do Items</b> |  |
| 8:00                       |                               |                    |  |
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| 9:00                       |                               |                    |  |
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| 10:00                      |                               |                    |  |
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| 11:00                      |                               |                    |  |
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| 12:00                      |                               |                    |  |
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| 1:00                       |                               |                    |  |
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| 2:00                       |                               |                    |  |
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| 3:00                       |                               |                    |  |
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| 4:00                       |                               |                    |  |
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| 5:00                       |                               |                    |  |
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| 6:00                       |                               |                    |  |
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| 7:00                       |                               |                    |  |
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