

IMPACT 2022

CORNERSTONE ANNUAL MEETING & COUNCIL FORUM



Crash Course to Effectiveness

**Time Management for the overworked,
overstressed and overwhelmed**

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Disclaimer:



Reality Check:

Our working definition of time management:



"Only Robinson Crusoe had everything done by Friday." ~Author Unknown



What is the most destructive time management style?



Procrastinators



2 Key Questions:

"If you want to make an easy job seem mighty hard, just keep putting off doing it." ~Olin Miller

It's All About _____ .



The Rule of 2:



Ask your self these questions:

Is this the best use of my time right now?

Is this where I should be spending my time today?

I AM going to do this, but should I be doing it right now?



It's _____ fault.



 **Time is Money.**

Efficient VS Effective



_____ dollar vs. _____ dollar.

Julie's 80/20 Rule



"In a moment of decision, the best thing you can do is the right thing to do. The worst thing you can do is nothing." ~Theodore Roosevelt

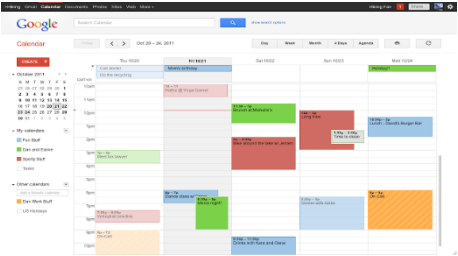
There are 2 Kinds of Crisis:



Built In:



Self Induced:

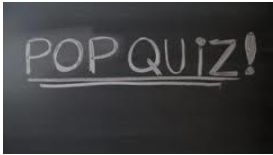




One of Julie's Favorite Techniques:

Batching:

Doing like items together and doing things at regularly scheduled intervals.



How many business email per day, on average, do people receive?

How and When of Email:




Got Email?

My 3 choices are:

- 1.
- 2.
- 3.

*"Until you value yourself, you will not value your time.
Until you value your time, you will not do anything with it."*

M. Scott Peck



4 Styles to Avoid
Don't be a hero
Overcome the Mental Roadblocks
Rope in the storm
Rule of 2
5 Minutes of Planning
Power Question
Rubber Bumpers
High Dollar vs. Low Dollar

80/20 Rule
Built in Crisis
60/40 Rule
Self Induced Crisis
Weekly Block Plan
Batching
The How and When of Email
3 Steps to Email
The Walnuts and the Rice...

Things we learned



Tomorrow I am going to:

Goals



1. _____
2. _____
3. _____

The 3 C's of Life:
Choices, chances, changes
You must make a choice to take a chance or
your life will never change.

My Goals and Action Plan:



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