

Get Stress Out ... Get Control Back

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How Can We Make	Your Managing Simple?	Let Us Know Y	'our Issues

Get Clarity First Thing In The Day – At Work

List all your expectations in the "All Expectations List / Resources". These are all the expectation you need to meet by the end of the day.

List all the resources that you may have to negotiate to use under the expectation.

Take the most important expectation and write it in the "Expectations To Do Today List", then the next important and so on.

Then rank them in the "Rank" column.

Note the amount of time you need to meet the expectation. Read our Blog 006 to show you how to value your time like money.

Allocate your "Time" in segments. 10, 15, 30,etc. then just enter the number of segments needed. When you have your list made, you have planned your day, now go meet your expectations.

All Expectations List	/ Resources
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Expectations To Do Today List

Rank	Time

	Where To Find Your Expectations
Phone Messages	
Email Inboxes	
Paper Inboxes	
Lists You Keep	
Evernote	
Outlook	
Toodledo	
Evernote	
Todoist	
Wunderlist	
Paper Lists	
time YOU need to If you are having a	evise some of the steps, or add some new ones to lower the be involved. Do some quick brainstorming a meeting, is there some information you want to talk about at you can send out before the meeting?
Revise the Resour	
	isks be delegated to someone else? If so, please remember to
,	at person what you are tangibly expecting, otherwise you
, 0	from them what you are expecting.
Are there any othe	er tools you can use to meet the expectation quicker.
Re-Negotiate the I	Expectation
Before renegotiati	ng, ensure you are very clear on where your time is being allocated and
why that expectat	ion is receiving the time you are allocating. Earning credibility with
those who have th	ne expecation of you is highly dependent upon your ability to explain

the other expectations on your list.