

# Exceed Expectations in Your Job Search: Staying motivated and focused

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**EXPRESSIVE** |   
Business Training & Speaking

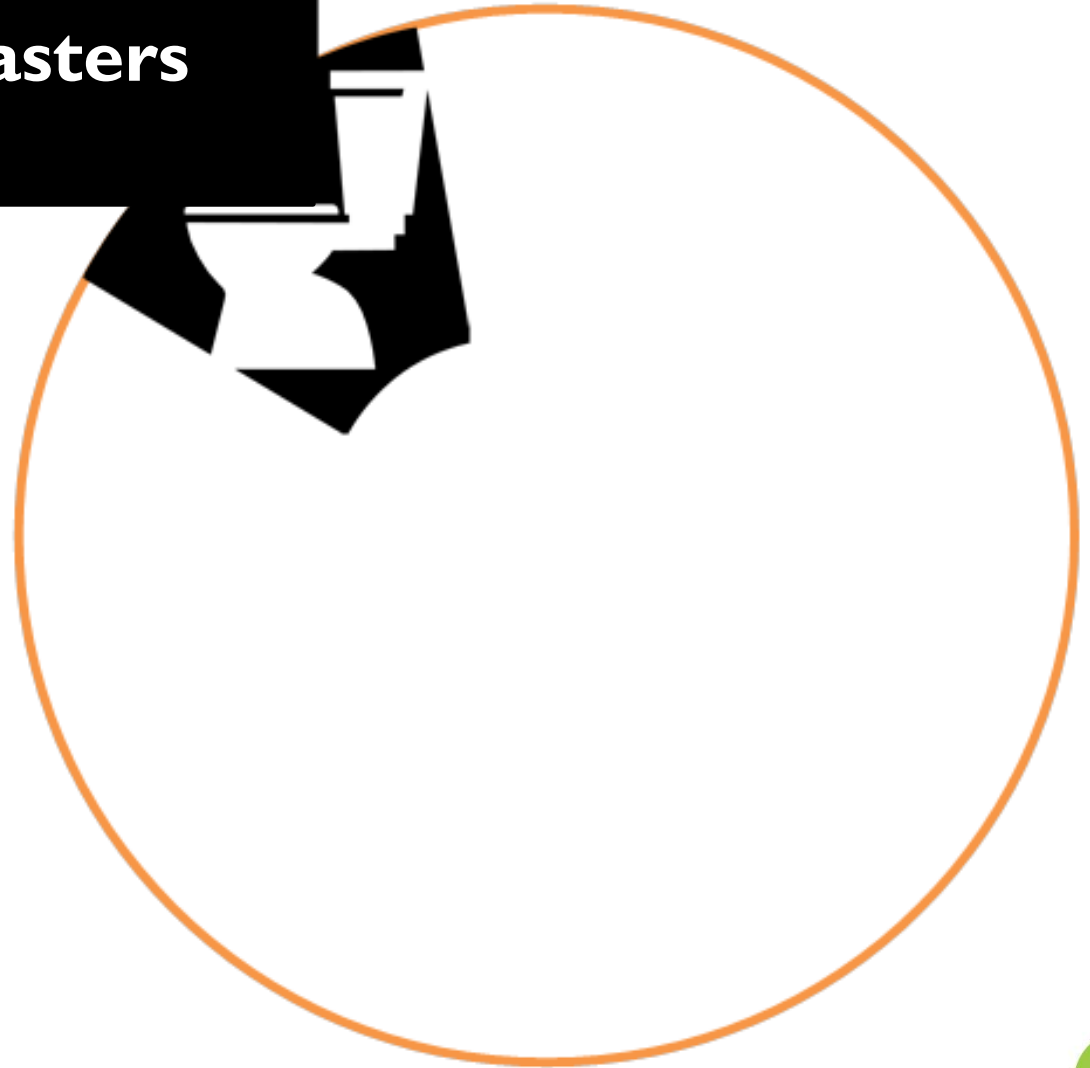


# Pareto Principle: 80/20 Rule

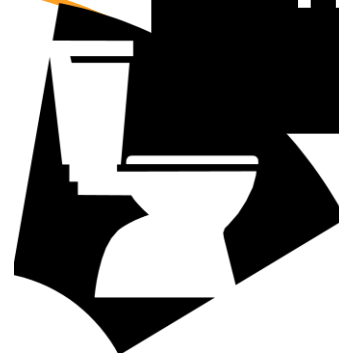
20% of my efforts produce  
80% of my results



# INTERNAL Time Wasters



# EXTERNAL Time Wasters



# To Do LIST

- Complete first thing in the morning OR before you stop for the day
- Assign time allowed for each item
- Revise as needed
- Check off completed tasks



## SEVEN TASKS I NEED TO ACCOMPLISH TODAY

	C, V, E	Urgent Important Matrix
1.		
2.		
3.		
4.		
5.		
6.		
7.		



# CRITICAL, VALUABLE, ENJOYABLE

- Critical task:
  - **Must** be done; penalty or consequence
- Valuable task:
  - Furthers goals; no immediate monetary gain
- Enjoyable task:
  - Often distractions and/or time wasters



SEVEN TASKS I NEED TO  
ACCOMPLISH TODAY

	C, V, E	Urgent Important Matrix
1.		
2.		
3.		
4.		
5.		
6.		
7.		





# CRITICAL, VALUABLE, ENJOYABLE

- Critical tasks first
- Valuable tasks second
- Enjoyable tasks to refuel, reward, or refocus



## URGENT/IMPORTANT MATRIX

- **Urgent Task:** *others goals*
- **Important Task:** *my goals*



# **URGENT and IMPORTANT**

- Interviews
- Deadlines/Crises
- Critical Tasks

**1**



# **IMPORTANT, but NOT URGENT**

- Planning/Goal setting
- Relationship building/Networking
- Some meetings

**2**



# **URGENT, but NOT IMPORTANT**

- Interruptions
- Some calls, emails, IMs
- Some meetings

**3**



# **NOT URGENT, and NOT IMPORTANT**

- Time Wasters
- Some calls, emails, IMs
- Facebook/Internet Surfing

4



SEVEN TASKS I NEED TO ACCOMPLISH TODAY

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7.		





**Moral of the story:**  
*Do the task you are most likely to put off, but would produce the most benefit if you did it.*



## **Moral of the story:**

*Attend to the parts to  
accomplish the whole.*





**Moral of the story:**  
*Just get started!*

*Time is everything.  
Anything you want,  
anything you accomplish –  
pleasure,  
success,  
fortune  
– is measured in time.*

*~Joyce C. Hall*



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