



THE LANGUAGE OF TIME MANAGEMENT

HOW TO MANAGE THE DAILY INTERRUPTIONS
TO PROTECT YOUR TIME

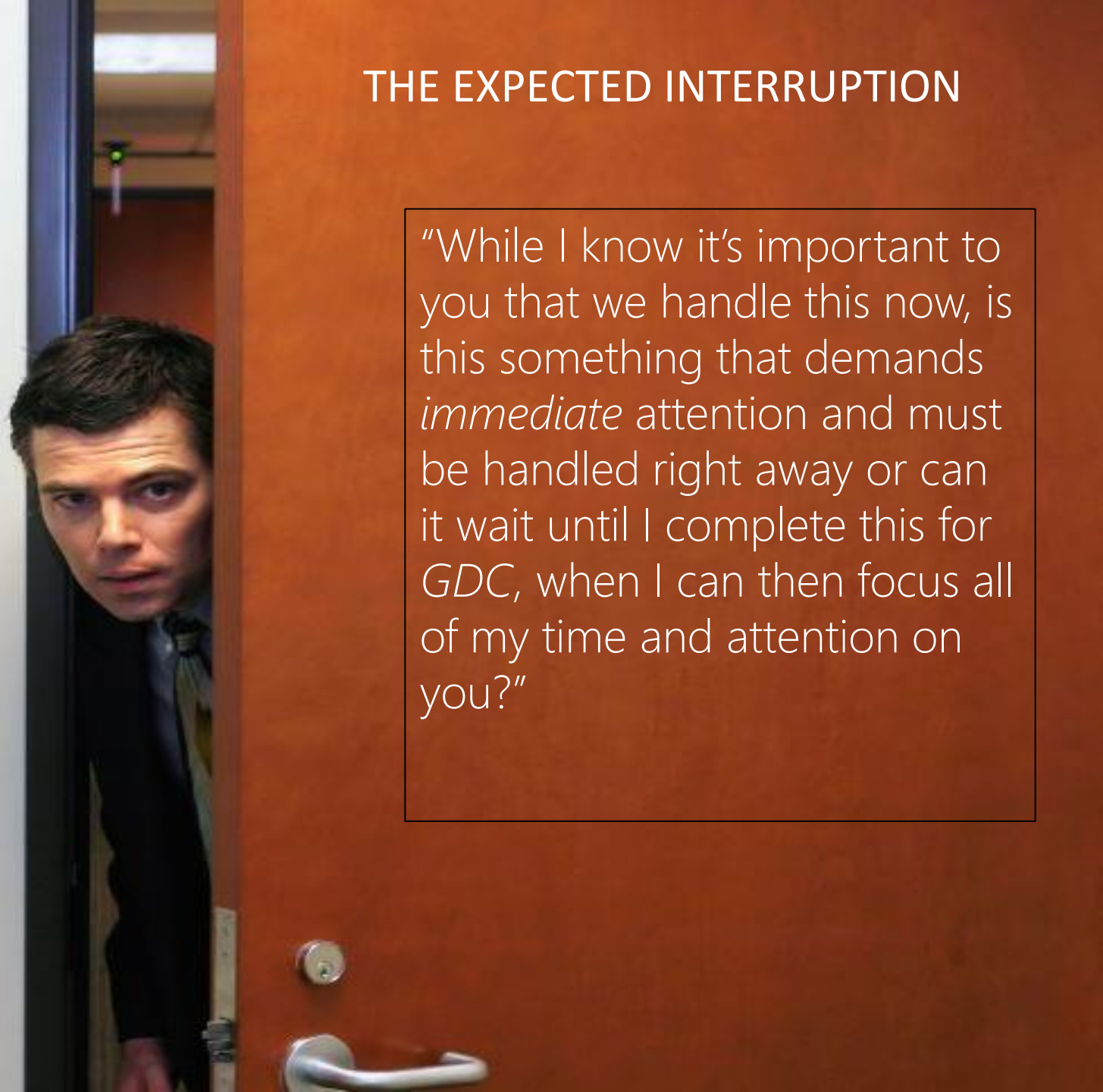
HOW TO MANAGE

"I appreciate you coming to me for help. I'm completing a proposal for *GDC* now, which I must send to the customer within the next hour.

I want to be as supportive and responsive as I can to your request and ensure that whatever you need, we give it the time and the attention it deserves so that we can successfully work through it together."

THE EXPECTED INTERRUPTION

"While I know it's important to you that we handle this now, is this something that demands *immediate* attention and must be handled right away or can it wait until I complete this for *GDC*, when I can then focus all of my time and attention on you?"



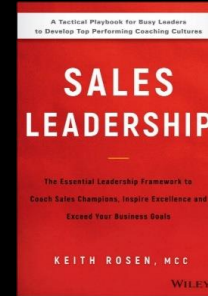
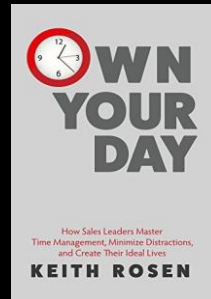
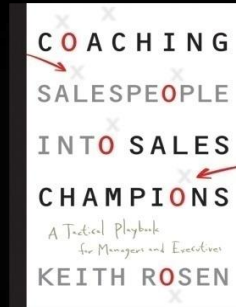
THE ADDITIONAL BENEFIT OF PROTECTING YOUR TIME AND MANAGING DAILY INTERRUPTIONS



- Everything is *always* urgent to your direct reports, peers, manager and customers.
- This approach demonstrates trust, respect and an authentic desire to support them.
- What may happen during the time they're waiting to meet with you?
- You stimulate self-reflection, critical thinking and confidence, so they can create their solutions without you.

XR KEITH ROSEN

make it happen



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