



Forum #1: Using Time Wisely

TASK	DUE DATE	COMPLETION DATE
↓	↓	↓
Schedule “non-interruption” time on your calendar in 60-minute chunks during my peak operating time – communicate with team that I am not available during these times.		
Review the list of 18 Time Wasters – identify 3 that I struggle with most and develop a plan to limit those three		
Schedule specific times on my calendar to check email – the rest of the day, leave it closed with notifications off		
Schedule at least one hour/week for “Quad 2” work		
Identify 2 things that I do that someone else at the bank should be doing – train the appropriate person to do those things and get them off my plate		

_____ *Date*

_____ *Prepared By:*

- Shared with Guide*
- Posted on Online Performance Tracker*