

TIME MANAGEMENT: 9 STEPS TO MAXIMIZE YOUR TIME & ACHIEVE YOUR GOALS



Are you busy, or
Are you
productive?

DR. KATHI MIDDLETON

MEET THE EXPERT

An accomplished and inspiring Information Technology Leader and Educator, Dr. Kathi Middleton is a native of Atlanta, Georgia. Dr. Middleton earned her doctorate in Educational Technology from Walden University and is a certified project manager (PMP) through the Project Management Institute.

Her research agenda focuses on developing and leading the adoption of new and effective technologies for the next generation of young adults. Additionally, Dr. Middleton has 18 years of executive project management leadership experience in the Healthcare, Finance, Telecommunication, and Consulting industries.

Her areas of expertise include Cross-functional Team Leadership, Program Management, and Educational Leadership. She has lead multi-million dollar initiatives in startups and mature organizations including AT&T, US Bank and Intercontinental Hotel Group. Most recently, Dr. Middleton is a senior manager of Cyber Security Project Management at one of America's leading healthcare organization where she leads a team of regional project managers managing large-scale security projects.

Dr. Middleton is the founder of Momentum Educational Services, LLC, a company focused on equipping young adults and mid-level professionals with 21st century computer skills, career readiness and cultural awareness to thrive in their career. She is passionate about inspiring and equipping leaders to help them realize their potential. As the founder of Momentum Professional Development, she has helped hundreds of professionals and executives get hired, promoted and transform their career.

Dr. Middleton holds a Bachelor of Science degree in Network Engineering from DeVry University and a Master of Project Management from Keller Graduate School. She is an active member of the Project Management Institute Atlanta Chapter, the Association for Educational Communications and Technology and the Information Systems Audit and Control Association.

In addition to her professional life, Kathi is busy helping her daughter navigate through middle school. In her spare time, Kathi enjoys exercising, reading, volunteering and traveling.



Dr. Kathi Middleton

Definitions & Significance

Opportune Time

A “window” of time during which action is most advantageous

Numeric Time

Time on the clock or days within a calendar

Goal

an aim or desired result

Distraction

a thing that prevents someone from being productive

Maximize & Achieve

Learn steps to maximize your time and achieve your goals.



1 Overcome the Distraction of Worry

Eliminate Stress Factors to
Overcome the Distraction of
Worry

Worry drains energy & instills fear



On average people waste 156 hours per year worrying

2 Overcome the Distraction of Insignificance

Establish a Vision to
Overcome the Distraction of
Insignificance

“If you don't build your dream, someone
will *hire you to help build theirs.*”
- Tony Gaskin



Write the Vision and Make It Plain

3 Overcome the Distraction of Confusion

Establish Direction to Overcome the Distraction of **Confusion**



Say NO to *good opportunities* that are not divine opportunities.

Embrace seasons of isolation to focus

Seek, Listen & Thrive

4 Overcome the Distraction of Bitterness

Forgive Fast to Overcome the Distraction of **Bitterness**

Focus on and explore ways to **accept, forgive ourselves, others and restore hope and productivity.**



Let Go of Resentment & Negative Energy

5 Overcome the Distraction of Laziness

Gain Momentum and
Overcome the Distraction of
Laziness

Are you overwhelmed or uninspired?

What do you enjoy or value about your work?

What new habit can you create today?

How are you measuring progress?



“To try and to fail is not laziness” - African Proverb

6 Overcome the Distraction of Procrastination

Get Started Now to Overcome the Distraction of Procrastination

Benefits of Getting Started Now:

1. Avoid rushing and stress
2. Maximize your resources
3. Produce your best work ideas
4. Allow time for meditation and strategy
5. Free up time for other important or leisure task



Signs of Procrastination include starting an alternate insignificant task, talking yourself out of getting started, continuous researching or rescheduling of an activity

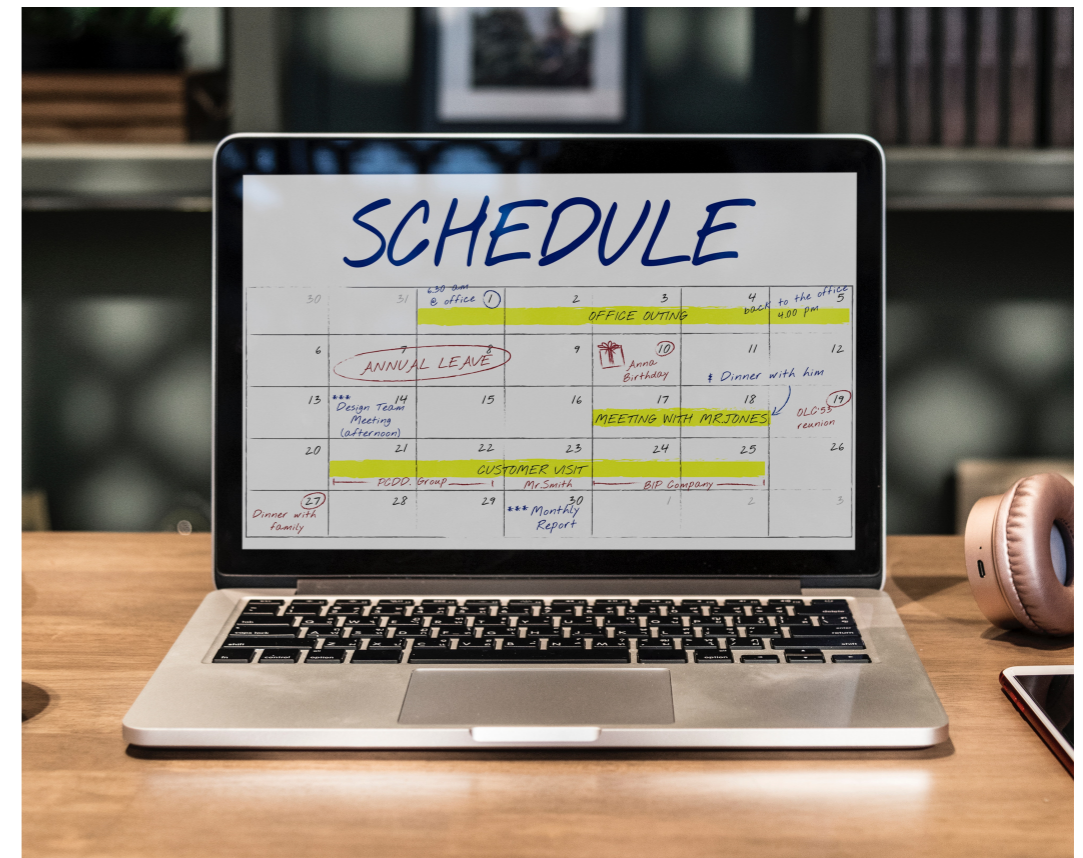
If you wait for perfect conditions, you will never get anything done

7 Overcome the Distraction of Busyness

Create a Plan to Overcome the Distraction of **Busyness**

Approaches to Plan Your Time:

1. Schedule the Day Ahead
> Create a “To-Done List”
2. Maximize Your Energy Levels
3. Make Your Day Top Heavy



Tools: Google Calendar, Todoist app, notepad and weekly planner

Simplify, Plan, Divide and Conquer

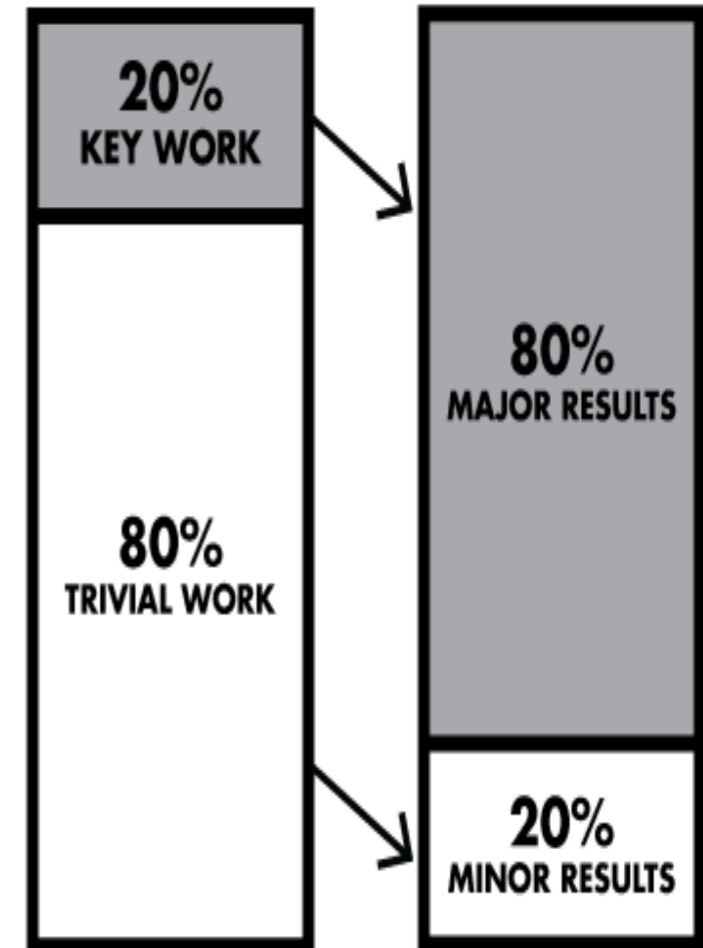
8 Overcome the Distraction of People

Establish Boundaries to Overcome the Distraction of **People**

Relationships are an investment - invest wisely.

Remove dead relationships

End or restructure out of season relationships



Pareto 20 / 80 Principle

9 Overcome the Distraction of Burnout

Pace Yourself for Purpose to Overcome the Distraction of Burnout

How to Pace Yourself:

1. Seek Good in all Matters
2. Take Time for Yourself
3. Delegate, Say No or Not Now
4. Stop, Breathe, Reset
5. Overcome Distractions



Signs of Burnout include anxiety, impatience, constant frustration, inability to say no or yes, overindulging, spiritual fatigue

Stop, Breathe & Reset

Conclusion & Summary

1 Overcome Worry	2 Overcome Insignificance	3 Overcome Confusion	4 Overcome Bitterness	5 Overcome Laziness
6 Overcome Procrastination	7 Overcome Busyness	8 Overcome People	9 Overcome Burnout	Achieve Goals 

Subscribe to our mailing list and Connect on social media

Stay
Connected
With Us



Website: www.kathimiddleton.com

Instagram: @dr.kathimiddleton

Twitter: @kathi_middleton

Facebook: dr.kathimiddleton

The Time is Now!

Gain Momentum and Become Unstoppable!