

MGIC



# Time is money! What's stealing yours?



**How to prevent 7 time thieves  
from stealing your time.**

Welcome!

Morning  
meetings @  
9:00

Roger Street -  
open house this  
weekend!

## **Legal Disclaimer**

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DENTIST

Pipeline Report

Chamber of Commerce luncheon

SWIM CLASS

THAT appraisal file

Call Cann Construction

REVIEW new programs

Call back Betty Borrower

DRY CLEANING

SEB training  
Feed cat



**MGIC**

**TIME THIEVES!**



**CHANGE  
IS HARD**



**ONE STEP  
AT A TIME**





# 7 TIME THIEVES TO AVOID



**TIME THIEF #1**

**Lack of  
Priorities**



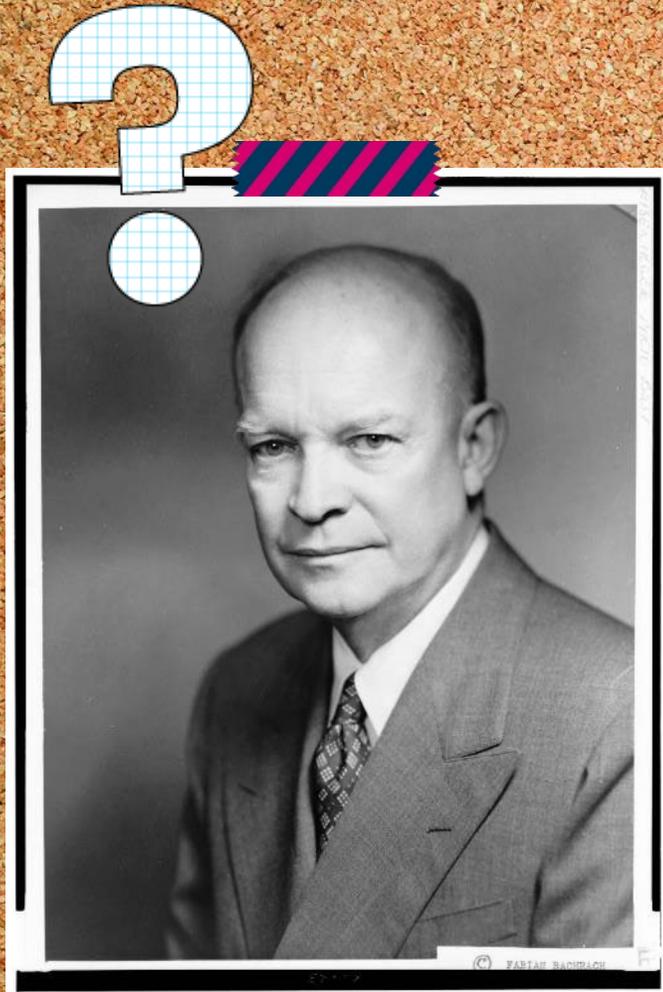


**“What is important is seldom urgent, and what is urgent is seldom important.”**

-Dwight D. Eisenhower

**PREVENTION TIP:**  
**Set Priorities**





**What are your  
priorities?**

**URGENT AND IMPORTANT**  
**MANAGE**

Quadrant 1

**IMPORTANT NOT URGENT**  
**FOCUS**

Quadrant 2

**URGENT AND NOT IMPORTANT**  
**LIMIT**

Quadrant 3

**NOT IMPORTANT NOT URGENT**  
**AVOID**

Quadrant 4

**URGENT and IMPORTANT**  
**MANAGE**

- **Crises**
- **Pressing problems**

Quadrant 1

**IMPORTANT NOT URGENT**  
**FOCUS**

- **Preparation**
- **Planning**
- **Relationship building**

Quadrant 2

**URGENT and NOT IMPORTANT**  
**LIMIT**

- **Needless interruptions**
- **Unnecessary reports**
- **Other people's minor issues**

Quadrant 3

**NOT IMPORTANT NOT URGENT**  
**AVOID**

- **Trivial, busywork**
- **Excessive TV/internet**

Quadrant 4

**URGENT and IMPORTANT**  
**MANAGE**

Quadrant 1

**IMPORTANT NOT URGENT**  
**FOCUS**

Quadrant 2

**URGENT and NOT IMPORTANT**  
**LIMIT**

Quadrant 3

**NOT IMPORTANT NOT URGENT**  
**AVOID**

Quadrant 4

Eisenhower Matrix



**You become 42% more likely to achieve your goals, simply by writing them down.**

-Dr. Gail Matthews, Dominican University in CA

**PREVENTION TIP:**  
**Set Priorities**



## TIME THIEF #2

# Not Saying “No”





## PREVENTION TIP:

# Use the **Yes! No. Yes?** Method

- Recognize your **Yes!** reason
- Include Yes! reason when saying **No.**
- Provide alternate way of saying **Yes?**

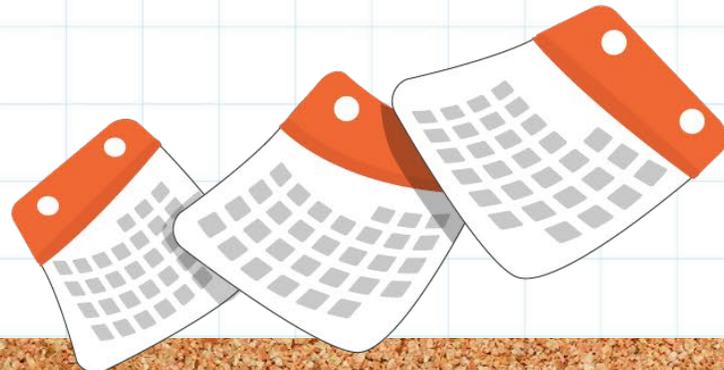


# Use the **Yes! No. Yes?** Method

- **Yes!**  
Family dinner priority
- **No.**  
“I’d love to meet with you, but I have a family commitment at 5:00 and I don’t want to rush our time together.”
- **Yes?**  
“I can answer of few question now, but then let’s meet after dinner.”

**TIME THIEF #3**

**Under-Utilizing  
Your Calendar**



**PREVENTION TIP:**

# Calendar Blocking



TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
6:30							
7:00							
7:30							
8:00							
8:30							
9:00							
9:30							

**MORE ON BLOCKING:**

# Batch Tasks



**TIME THIEF #4**

**Inability to  
Switch Gears**



**PREVENTION TIP:**

Pivot



# How to pivot

*Accept*

*Acknowledge*

*Move on*



## TIME THIEF #5

# Multi-Tasking

- Productivity drops 40%
- More mistakes made
- Quality is sacrificed





**Time is money!**

**1, 2, 3 - 12**



**T i m**  
**1 2 3**

**PREVENTION TIP:**

Focus on One Task  
at a Time



**TIME THIEF #6**  
**Busy Brain**





**PREVENTION TIP:**  
**Brain Dump**





## What goes in a Brain Dump?

- a) Your “to do” list
- b) Questions you have
- c) Things that worry you
- d) Your thoughts/ideas
- e) All the above

# Benefits of a Brain Dump

- Clears your head of all thoughts, worries
- Enhances focus
- Increases productivity







**What happened?!**

**TIME THIEF #7**  
**Not Reflecting**



**“Do not mistake activity  
for achievement.”**

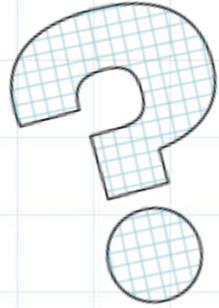


*– John Wooden,  
UCLA Men’s Basketball Coach*

**PREVENTION TIP:**

**Question  
Everything**





**Who are you  
busy with?**



## Match the Prevention Tip to the Time Thief

### Prevention Tips

Question Everything

Brain Dump

Focus on One Task at a Time

Pivot

Calendar Blocking

Use Yes! No. Yes

Set Priorities (Eisenhower's Matrix)

### Time Thieves

Lack of Priorities

Not Saying "No"

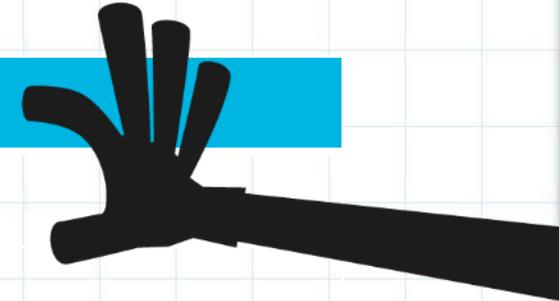
Under-Utilizing Your Calendar

Inability to Switch Gears

Multi-Tasking

Busy Brain

Not Reflecting





# **Time Thief pledge**

**I pledge to stop one  
time thief as my first  
step toward taking  
control of my time.**





Thank  
you



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