

Taming Your Time Management Monster

WELCOME!

WEBINAR



The Ellis Companies

Enhancing Employee and Customer Experience

Your industry partner for over **35** years!

- Apartment Mystery Shopping
- Prospect & Resident Surveys
- Ratings & Reviews
- eLearning (Online Training)
- Customized Training & Coaching

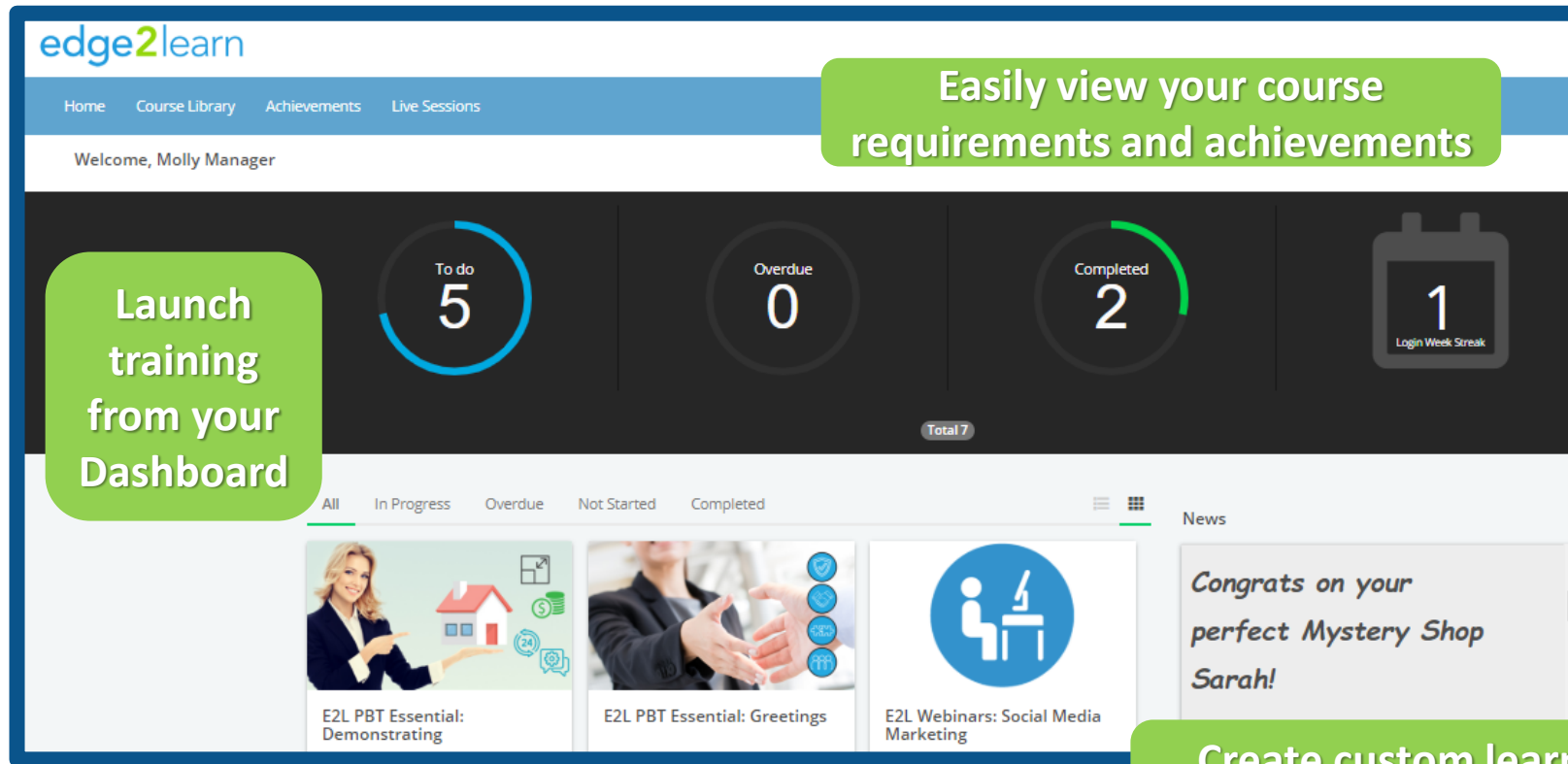
The Ellis Companies

Enhancing Employee and Customer Experience



Edge2Learn

Enhancing Learner Experience



Create custom learning paths for your teams

Thank you for joining us today!

Want to learn more?



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Edge2Learn

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Today's Presentation!



Meet Your Speaker

Donna Hickey



- Donna Hickey a hybrid of diversity, talent and inspiration.
- She has been in the trenches of property management since 1979; born out of that experience she created a successful full service consulting firm.
- As a top-rated leading-edge agency, it provides training, seminars, company and corporate keynotes as well as soup to nuts unique problem solving solutions for new construction, renovations, marketing and sales.
- Fun Fact

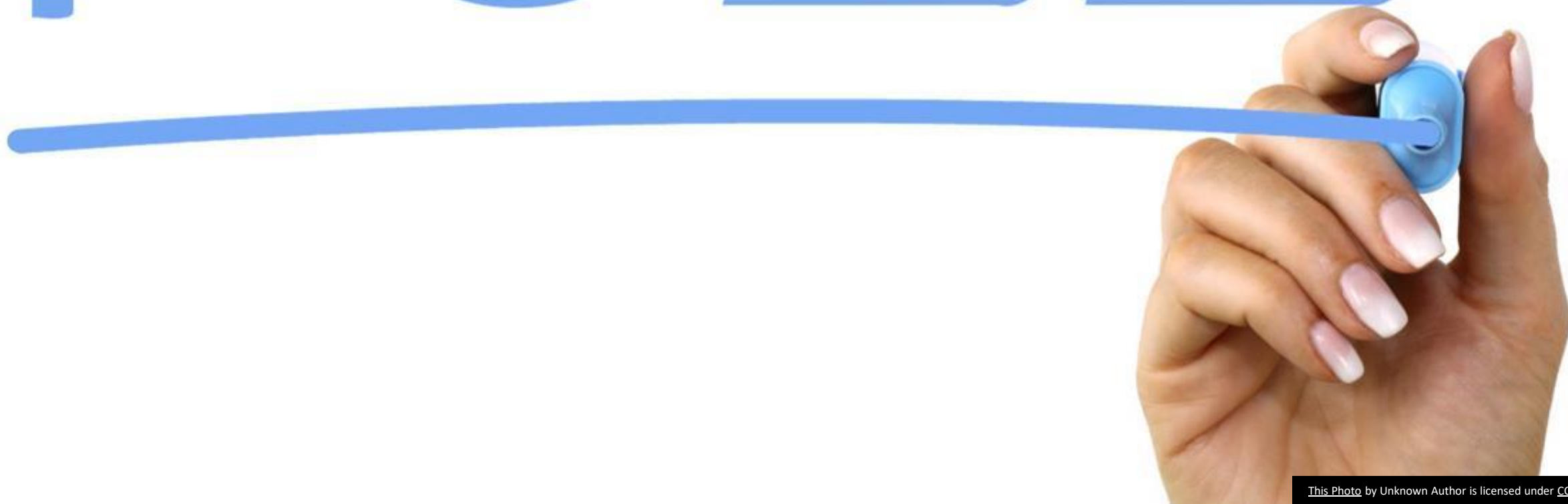


Taming the Time Management Monster

Presented by: Donna Hickey

www.donnahickey.com

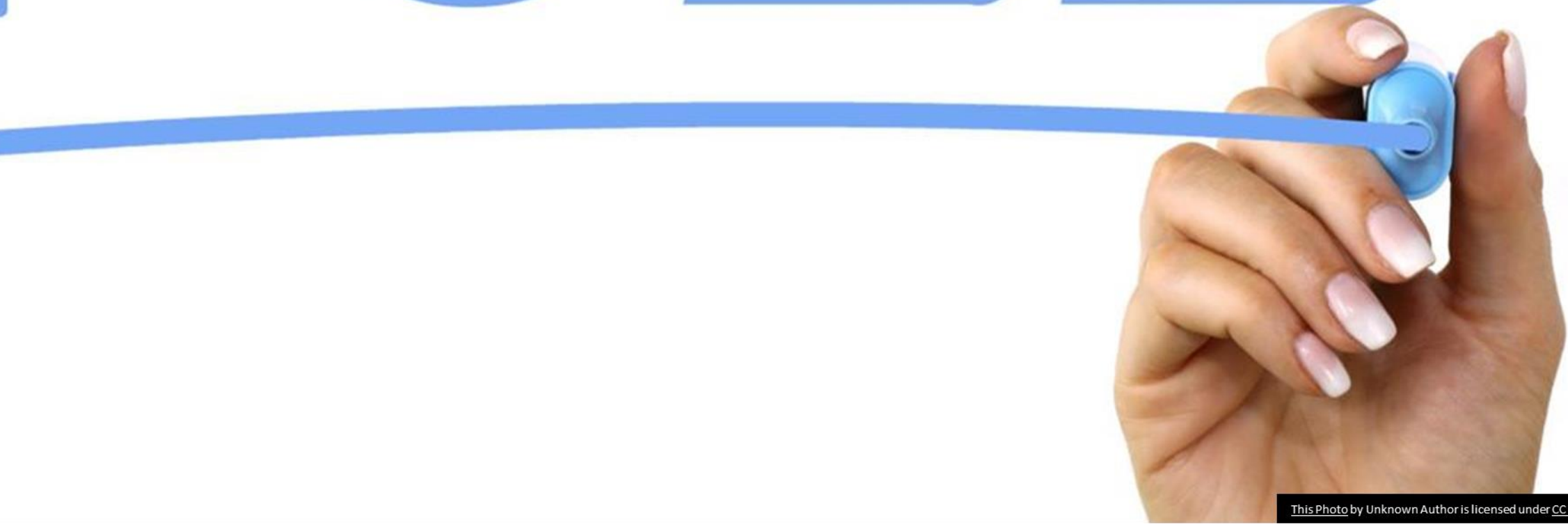
POLL






Real World Time Management Success

POLL



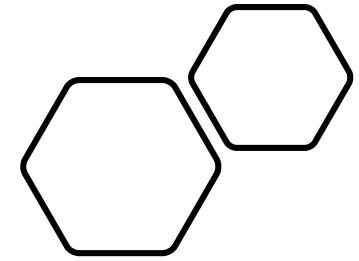




A man with brown hair and black-rimmed glasses is lying in bed, looking directly at the camera with a thoughtful expression. He is wearing a white t-shirt and is partially covered by a white blanket. His hands are clasped together near his chest. To his right, a silver twin-bell alarm clock sits on a dark bedside table. The clock face is white with black numbers and hands, showing a time around 10:10. The background is a soft-focus view of a window with light coming through. The image is decorated with blue geometric shapes in the top-left corner and yellow and blue geometric shapes in the bottom-right corner.

90% of your
waking thoughts
are from the day
before.





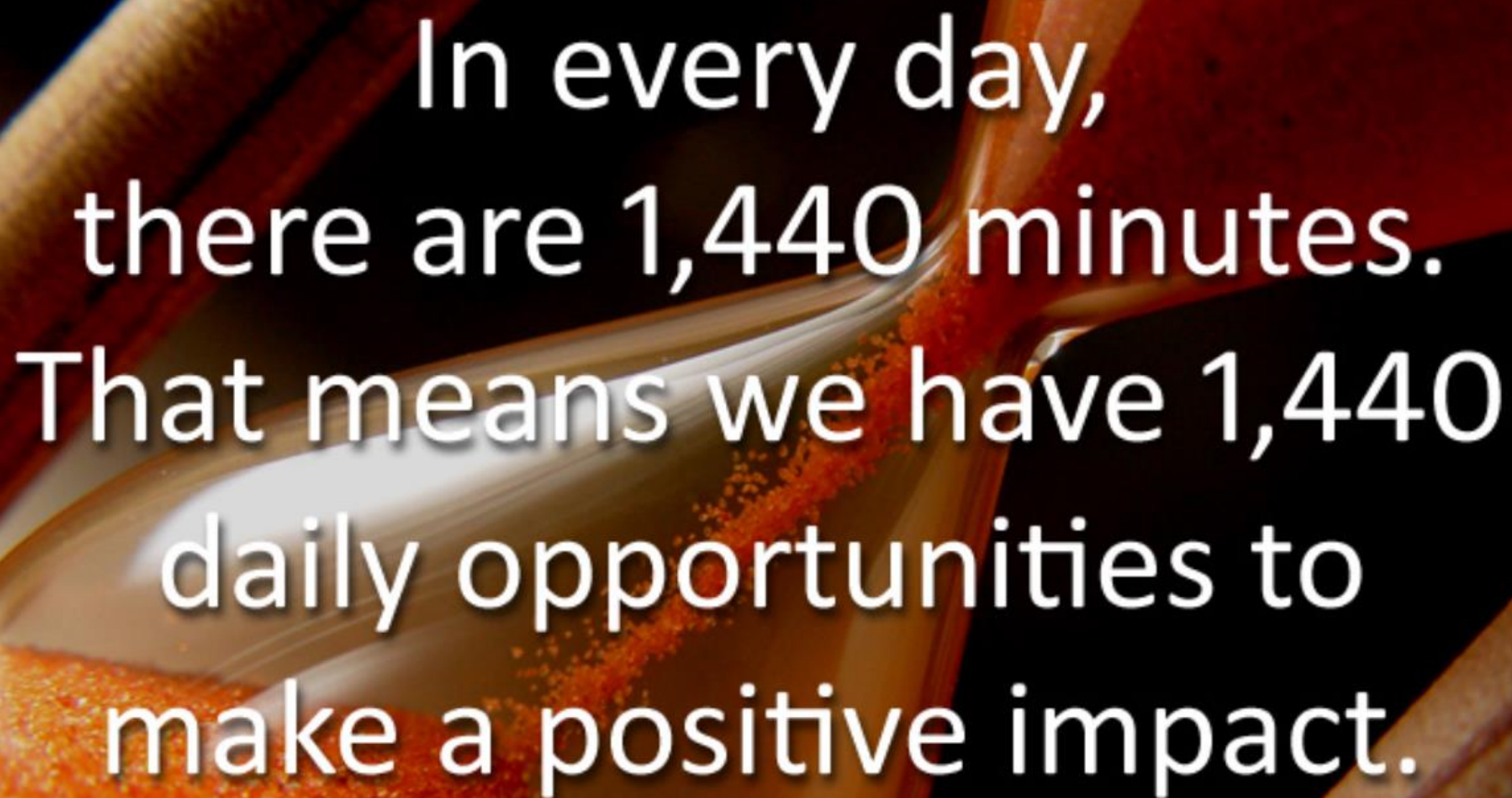




Super AWESOME
Happy Fun Time

BREAK
THE BAD HABITS
AND MAKE
better ones



An hourglass with orange-brown sand falling from the top bulb to the bottom bulb. The background is dark, and the hourglass is the central focus.

In every day,
there are 1,440 minutes.
That means we have 1,440
daily opportunities to
make a positive impact.

Breaking the Habit of Being Yourself

How to Lose Your Mind and Create a New One



Dr. Joe Dispenza

The best-selling author of Evolve Your Brain



Changed Job – sometime relationships and jobs can kill you.



- I needed to change my job
- 1500 mile a week
- Five States
- No raises
- McMansion
- 50.00 Gift Cards
- Disorganization, Procrastination, and it's affects on me.

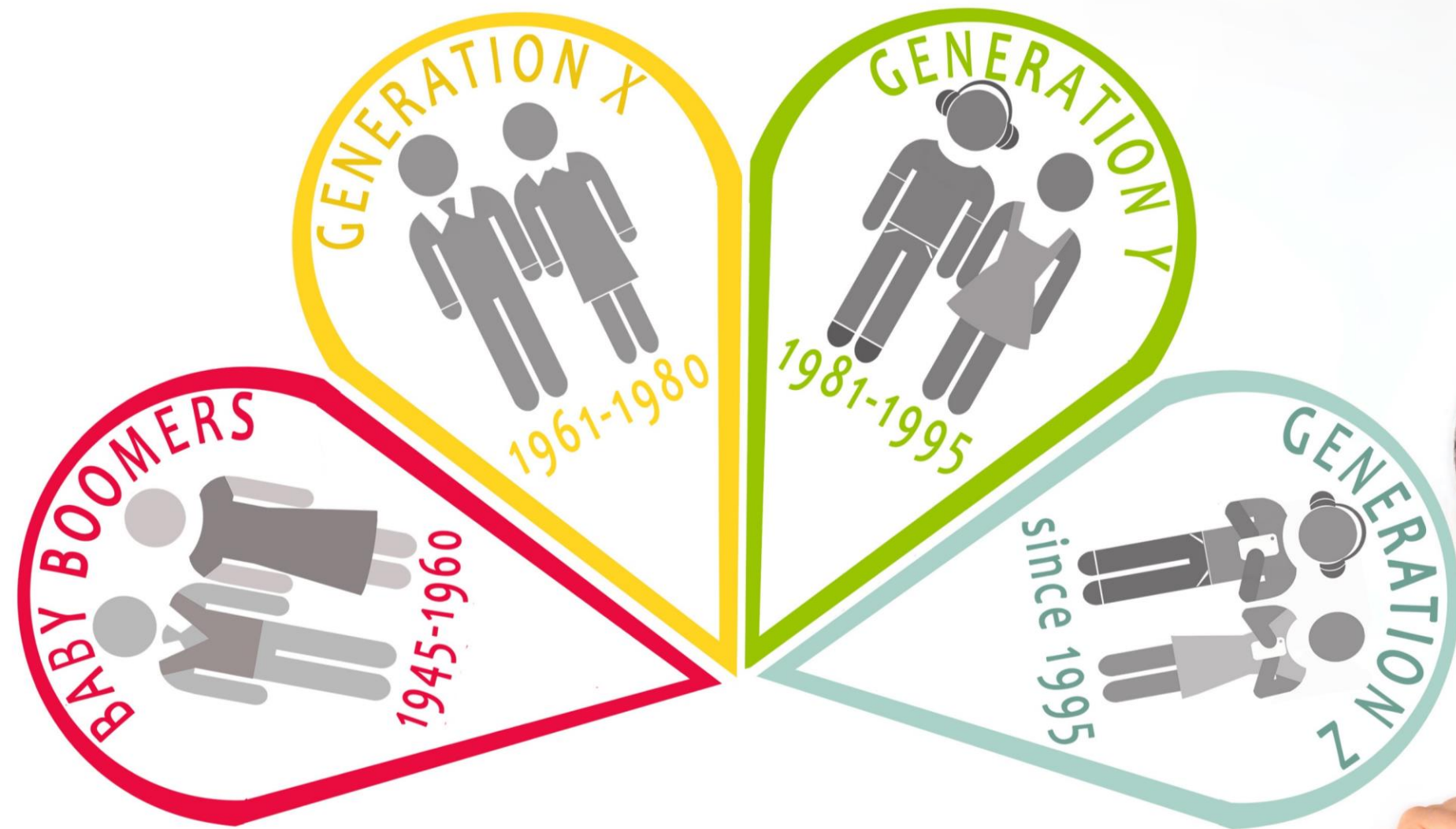
I use my
recorder
while I drive



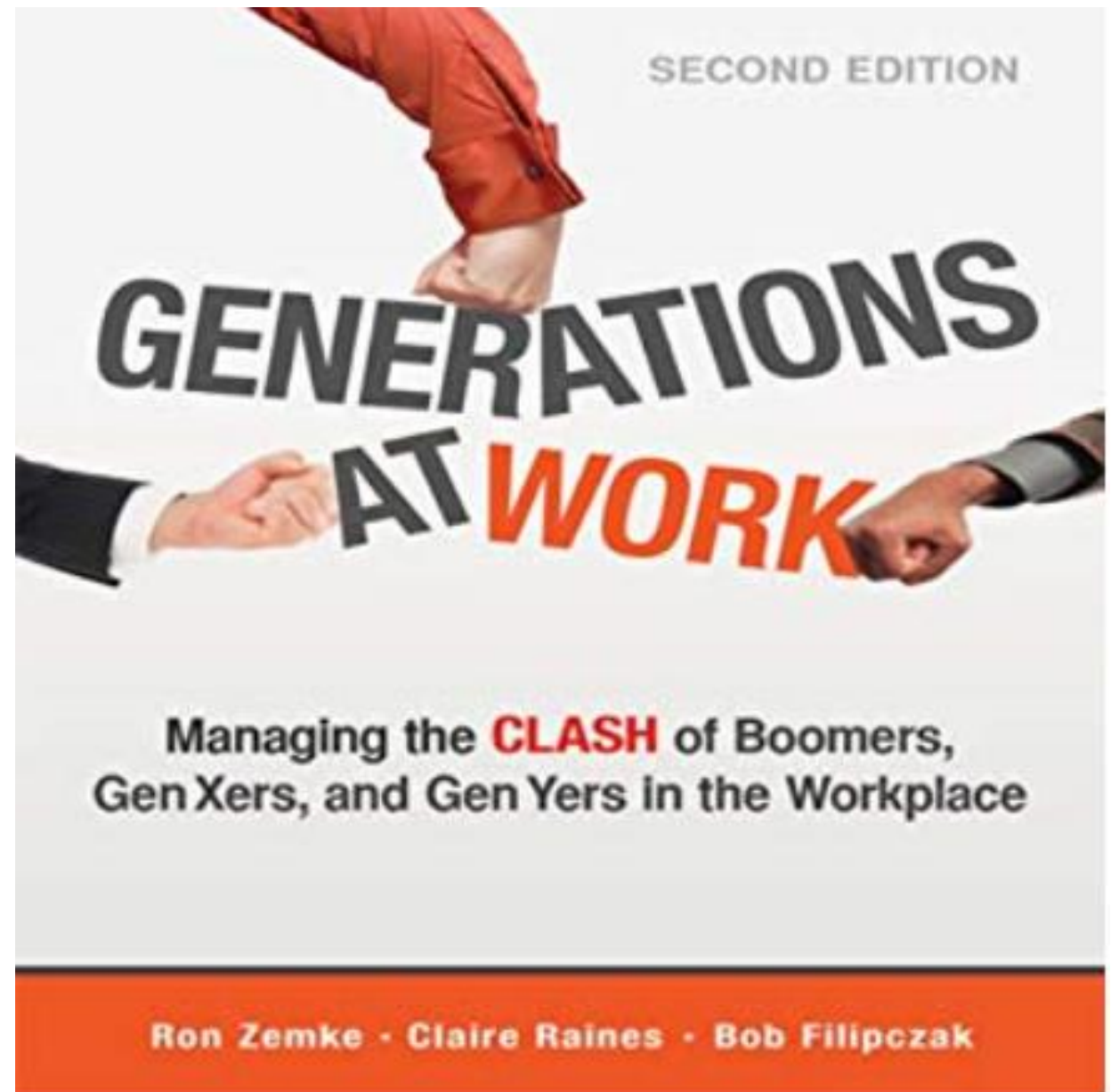


How to Take Control of Your Time





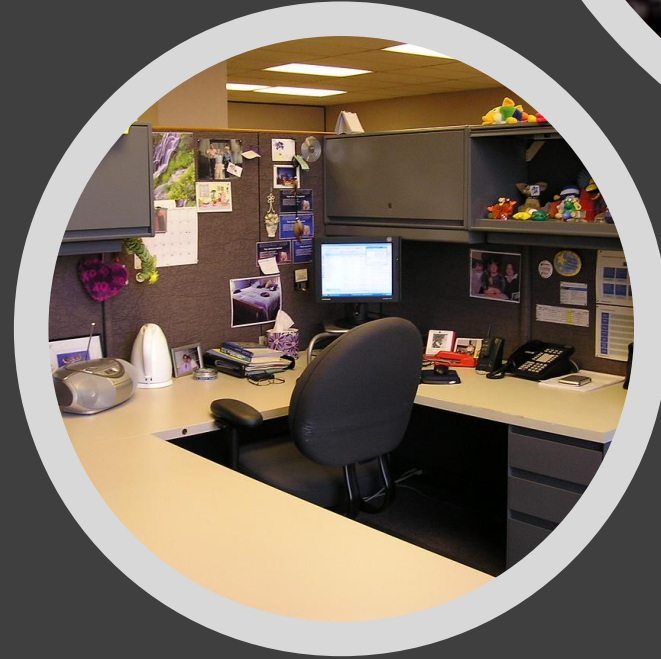
Reading Suggestion



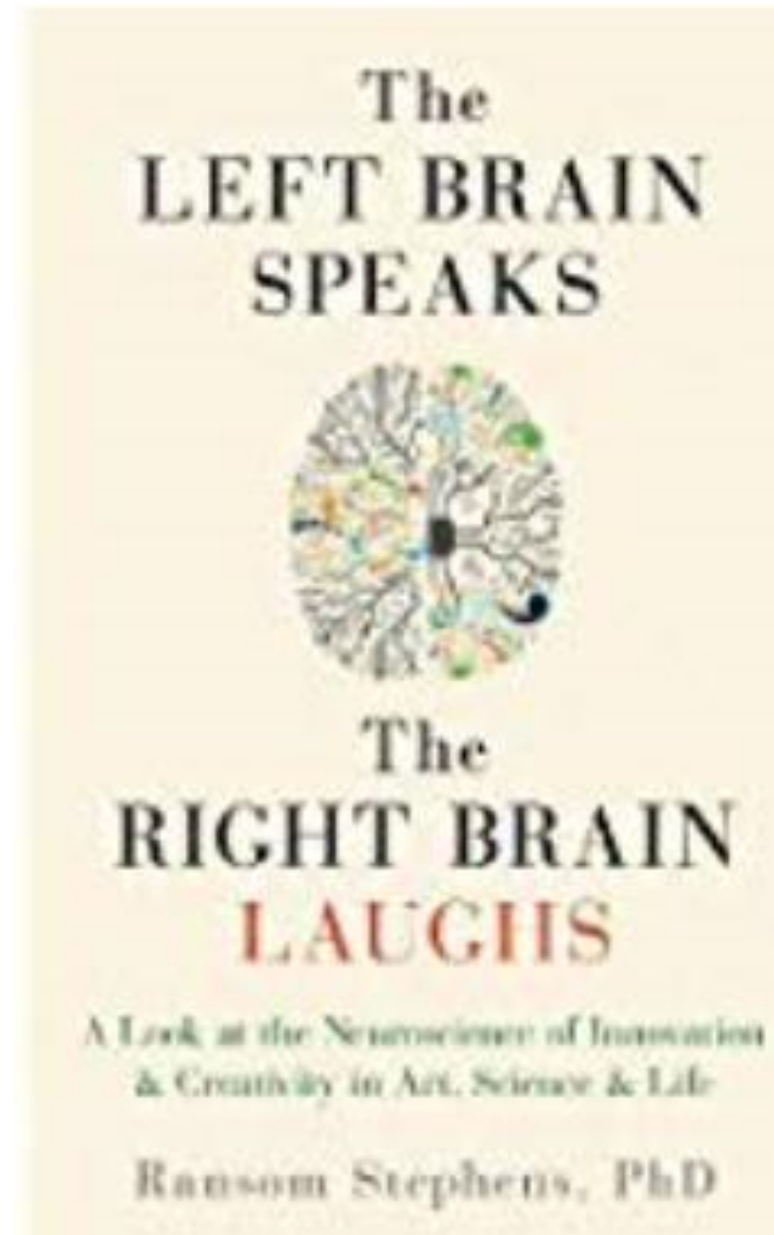


Definition

- Clutter
- Working Simple
- Hoarding



Reading Suggestion



Can you tell me about a time your boss gave you too much work? How did you handle the situation?



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FIND
YOURSELF

Reading Suggestion

"Ryan Holiday is one of his generation's finest thinkers, and this book is his best yet." –Steven Pressfield, author of *The War of Art*

EGO IS THE ENEMY



RYAN HOLIDAY

Bestselling author of *The Obstacle Is the Way*



STRENGTHS / WEAKNESSES

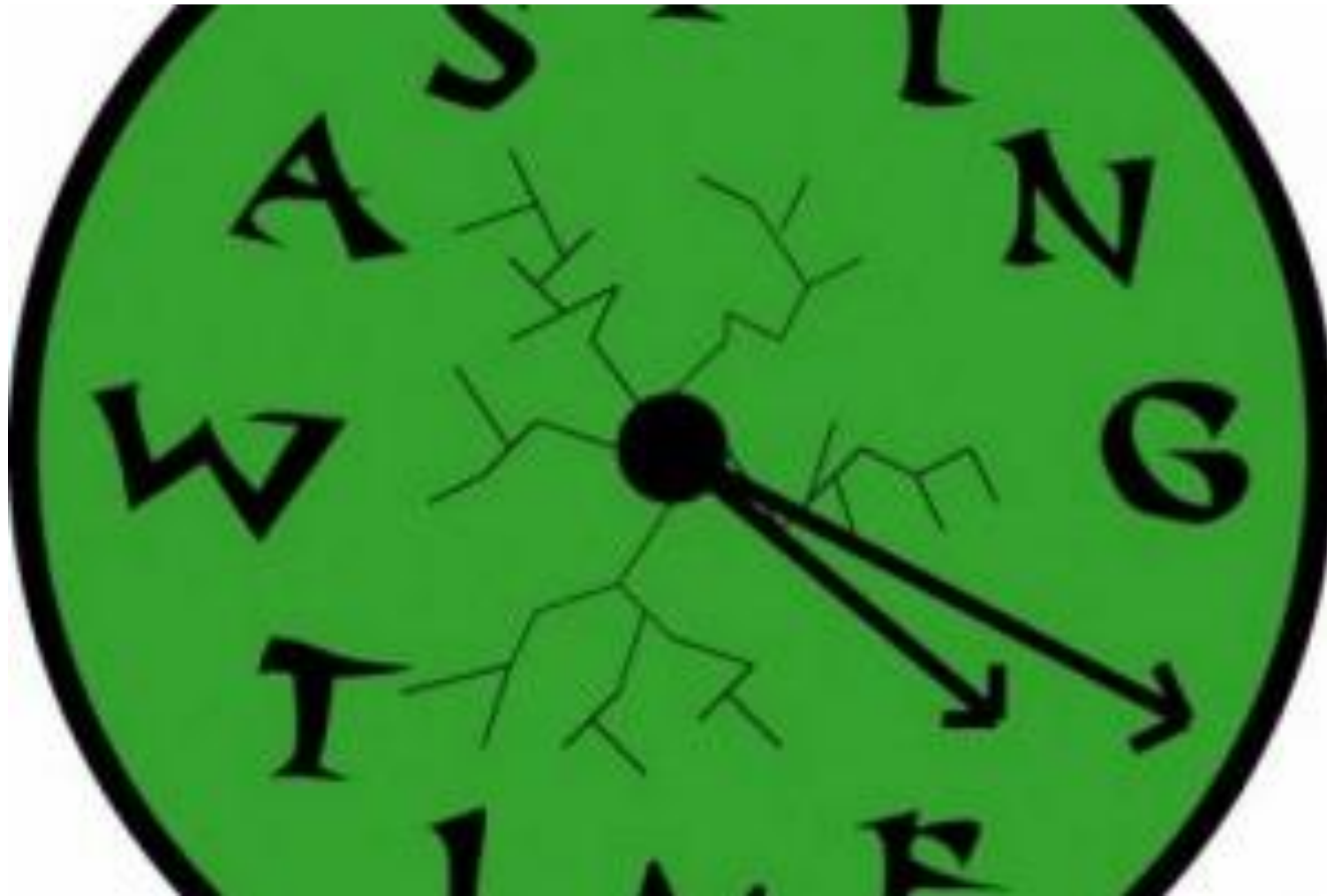
A close-up photograph of a person's hand holding a silver pen with a black cap. The hand is positioned over a piece of white paper that has been torn from a larger sheet. The paper features a table with two columns. The left column is headed 'STRENGTHS' and the right column is headed 'WEAKNESSES'. The paper is resting on a light-colored wooden surface. The bottom edge of the image is decorated with a white, torn paper effect.



Accounting



Can you tell me about a time a coworker interfered with your work by chatting too much? How did you handle the situation?



Where are
you Wasting
Time?

Procrastination

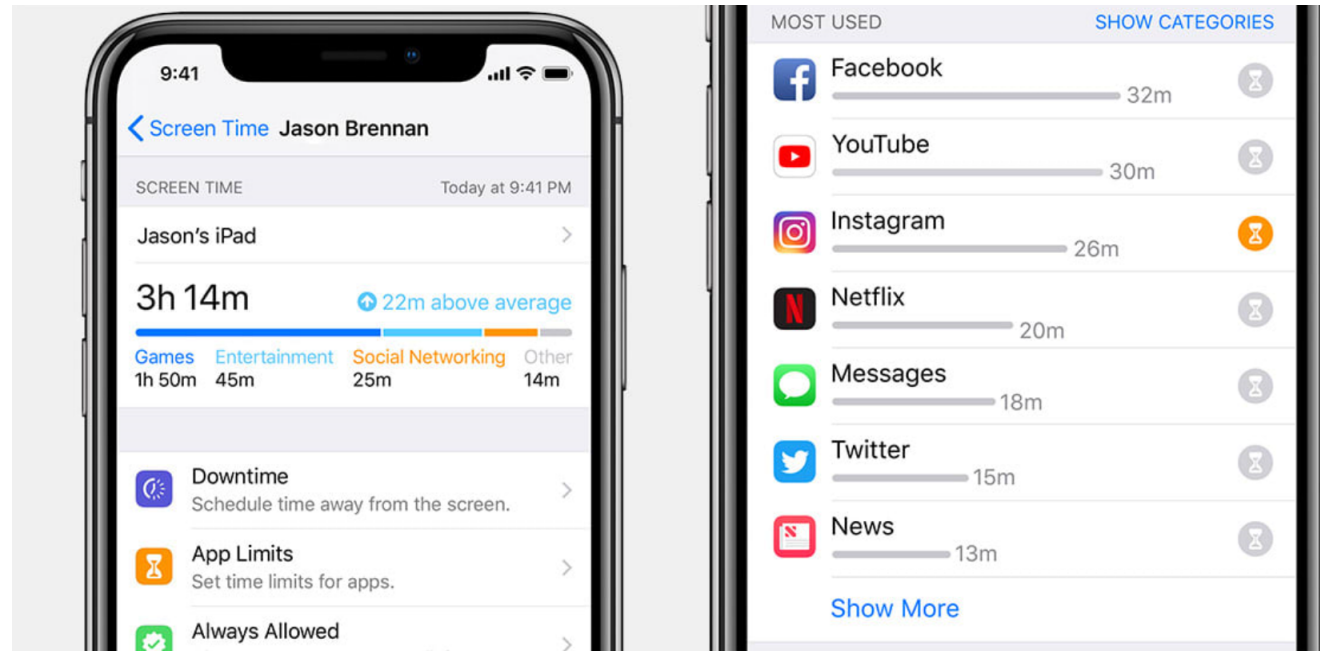


the longer you wait the worse it gets

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Check your
Cell Phone
Screen Time



Change



Naming
Goals to Give
Direction





A word cloud featuring various positive adjectives and nouns. The words are arranged in a roughly circular shape, with some words being significantly larger than others. The colors of the words range from dark red to light yellow. The words include: Funky, Excited, Organized, Wacky, Quiet, Sporty, Enthusiastic, Adventurous, Happy, Fun, Awesomeness, Humorous, Loud, Chill, Smiley, Legendary, Rocking, Spunky, Outgoing, Easygoing, Incredible, Athletic, Vermonster, Curious, Fantastic, Motivated, Fireball, Patient, Chilled, Sweet, and Sailor.

Be as
Descriptive
as Possible



**THINK
BIG**



DON'T PUT A
LIMIT ON
YOUR *GOALS*



CREATIVE GOAL SETTING

Vision Boards for Normal People





mindmovies

Visualize and achieve your
greatest life with Mind Movies
Create your vision of abundance,
success, love & wellbeing...

*In Just 3 Minutes A Day!**

*Results are individual and dependant on personal circumstances, effort and goals.

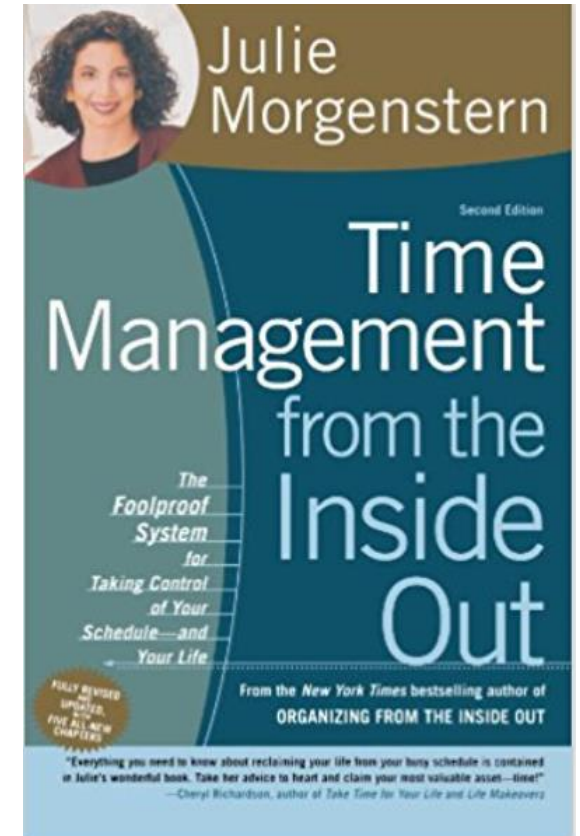
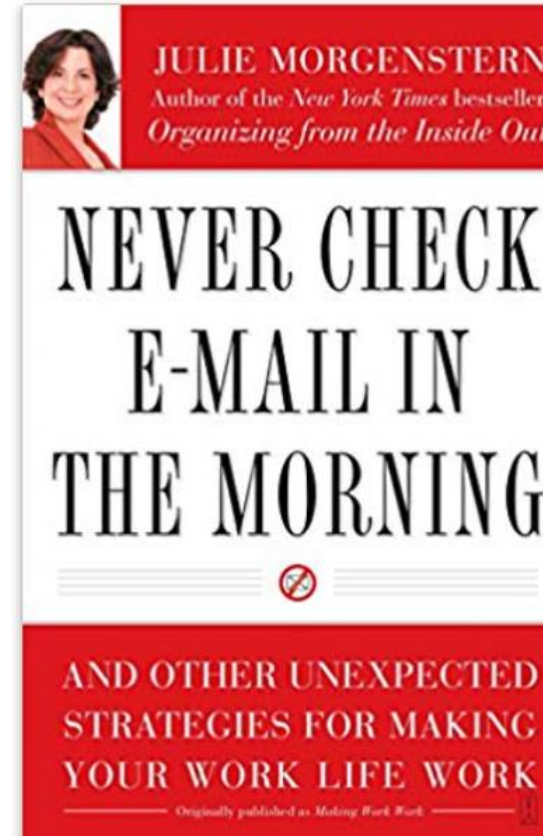
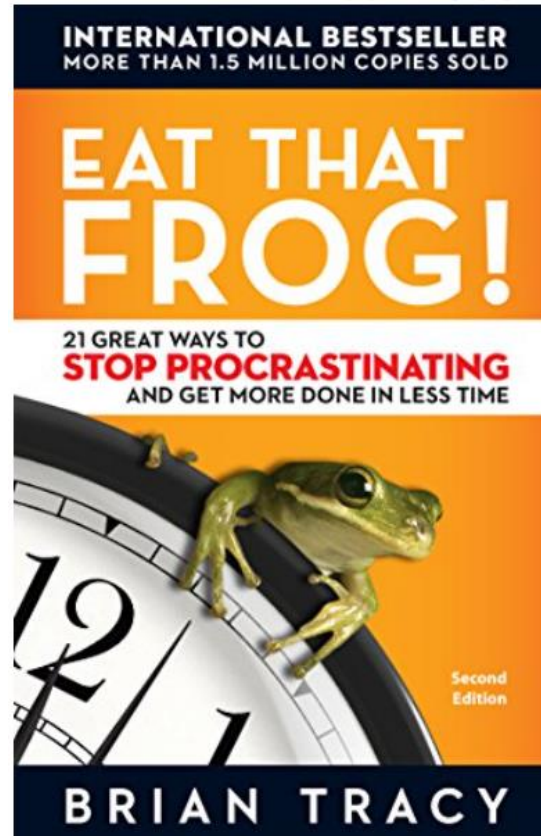
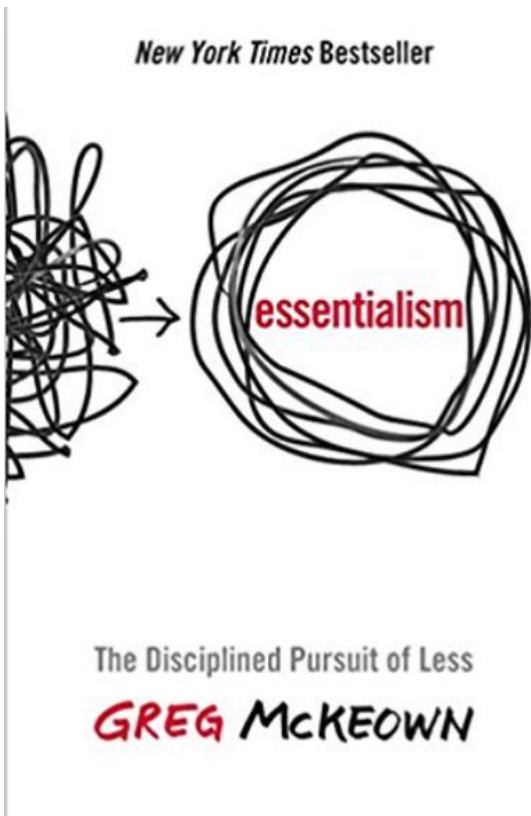
ARE YOU MISSING OUT?!

Mind Movies is now Mobile! Download the Mind Movies App now to access **exclusive courses**, participate in **contests**, earn **rewards**, instant message with other **like-minded members...** and **much more!**





Make Time for FUN



Reading List

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Donna Hickey
Presents ...Speaker
, Trainer, Coaching
and Consulting
Services
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Home

Peak Performance Psychology.
Effective Leadership.
Coaching, Consulting, Keynotes,
Immersive Workshops/Seminars



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donna@donnahickey.com 708-807-9260 www.donnahickey.com



Questions?

Our Next Ellis Webinar!

Leasing Series!

Part I – Telephone, Greeting, ID Needs

Thursday, April 2, 2020

1:00 PM – 1:30 PM CST

SAVE THE DATE!

Rommel Anacan



The Ellis Companies

thank you!

- Apartment Mystery Shopping
- Prospect & Resident Surveys
- Ratings & Reviews
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