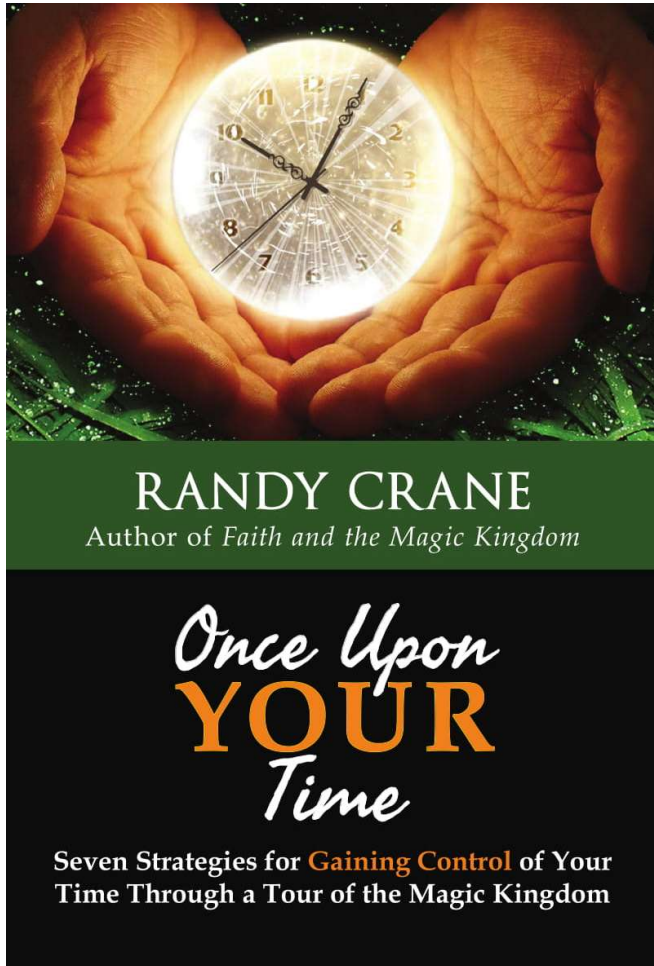


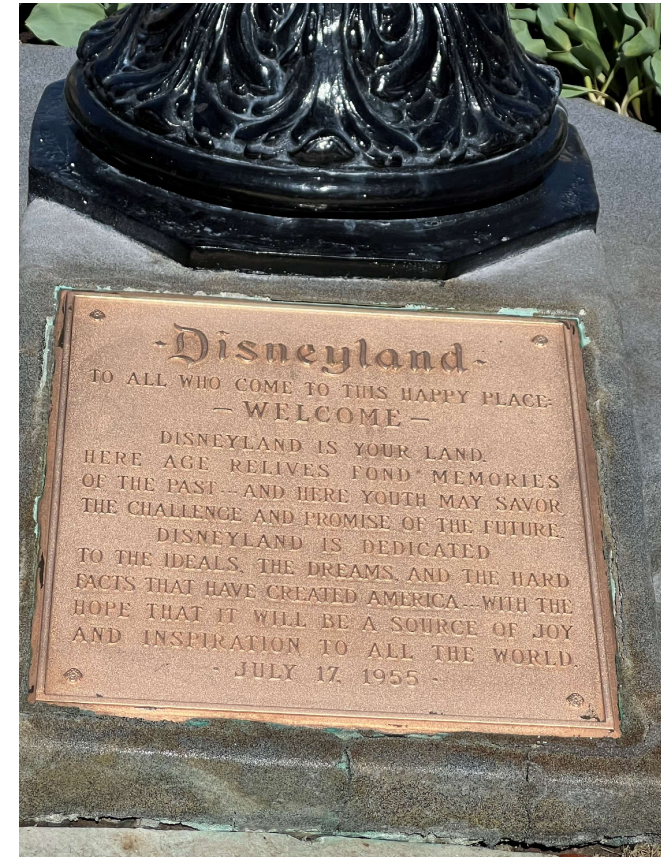


Providence
September 12 & 26, 2023

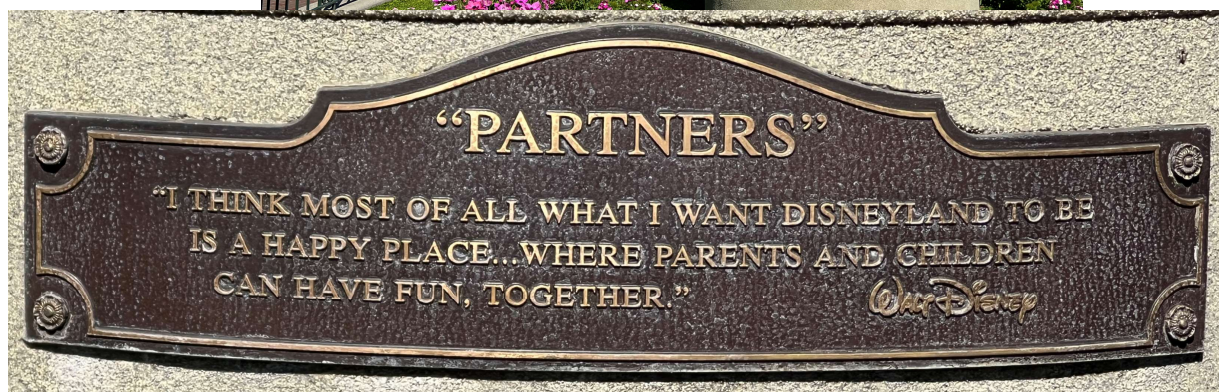
Once Upon YOUR Time
**4 Key Strategies to Take Control
of Your Time—and Your Life**

Randy Crane
Author of *Once Upon YOUR Time* &
Part of the Power BI Services Team
([@Belgarion42](#) on Instagram)

Main Street U.S.A.



Main Street U.S.A.

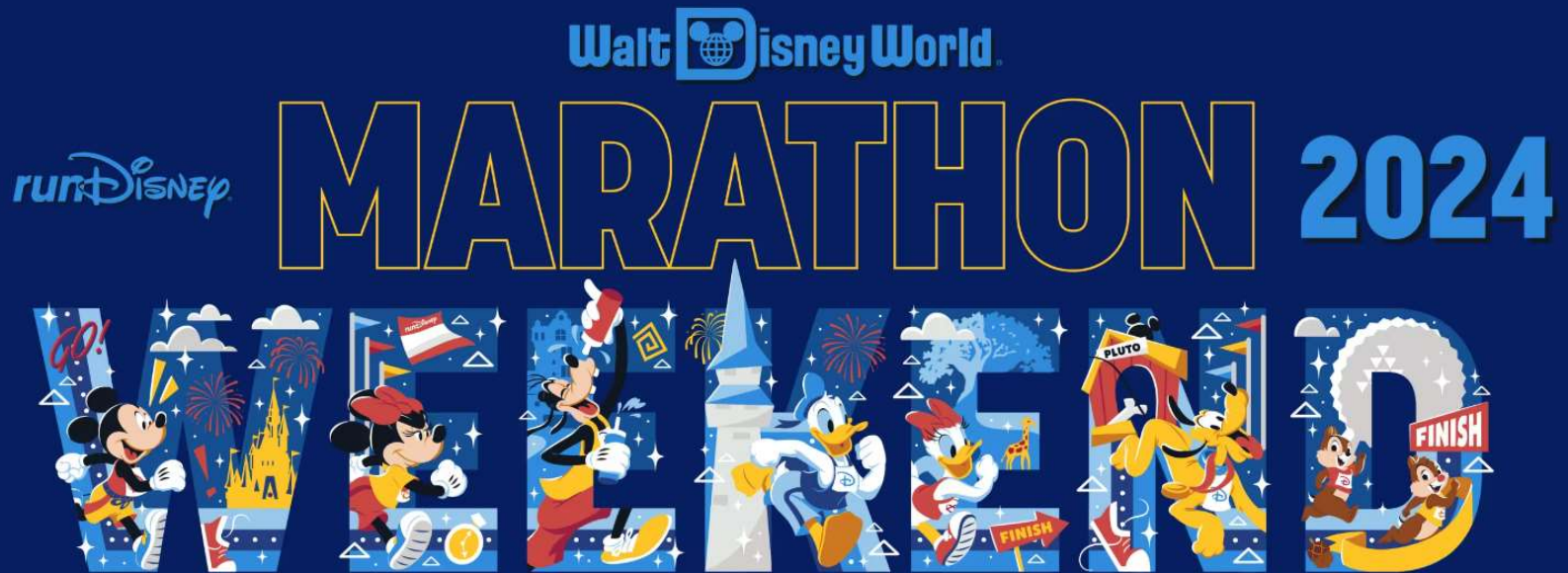


Strategy – Have a “Motivating Why”

- “As expressions of God’s healing love, witnessed through the ministry of Jesus, we are steadfast in serving all, especially those who are poor and vulnerable.”
- “Health for a Better World.”
- “Know me, care for me, ease my way.”
- “Compassion, Dignity, Justice, Excellence, and Integrity”



My “Motivating Why”



©Disney

 Walt Disney World Marathon Weekend

 January 3 - 7, 2024

My “Motivating Why”
for Marathon Weekend



Where Happiness Inspires Hope



gktw.org

My “Motivating Why”
for Marathon Weekend



Where Happiness Inspires Hope

<https://give.gktw.org/RandyC>

My “Motivating Why”
for Marathon Weekend



gktw.org



“Refocus. Set your watch, phone, or computer to ring every hour. When it rings, take a deep breath, look at your list and ask yourself if you spent your last hour productively. Then look at your calendar and deliberately recommit to how you are going to use the next hour. Manage your day hour by hour. Don’t let the hours manage you.”

~ Peter Bergman,
*18 Minutes: Find Your Focus, Master
Distraction,
and Get the Right Things Done*

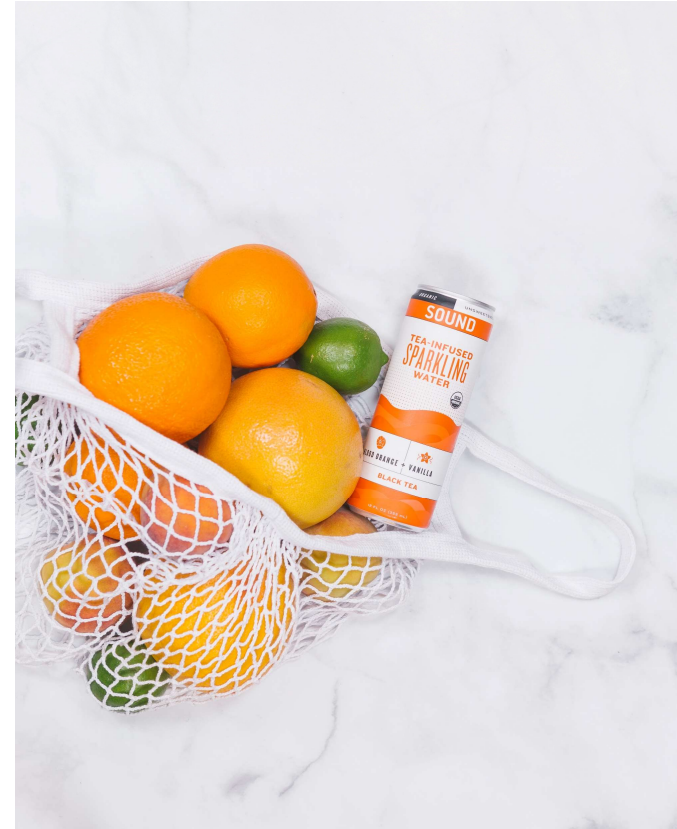
1. “Am I doing what I most need to be doing right now?”

2. “Am I being who I most want to be right now?”

Entry Plaque



Strategy – Say “No” Strategically



Opportunity Cost

Strategic “No” Questions

- Does this request match up with or conflict with my core values?
- *Do I really understand the commitment?*
- Is someone else better suited to do this?
- *Do I realistically have the time, energy, and resources to fulfill this commitment properly and on time?*
- What are the benefits of accepting?
- *What are the costs of accepting (including the Opportunity Cost)?*
 - **Another way to ask this is “If I say yes to this, what will it mean, by default, saying no to?”**

Disneyland Railroad



Strategy – Prioritize (aka “A1 Scheduling”)

Example

- Review priority emails/calls
- Make a dentist appointment
- Requirements gathering for new project
- Find on-call coverage
- Play Solitaire
- Complete Healthstream training
- Plan an upcoming event

A (Important, Urgent)	B (Important, Not Urgent)
C (Not Important, Urgent)	D (Not Important, Not Urgent)

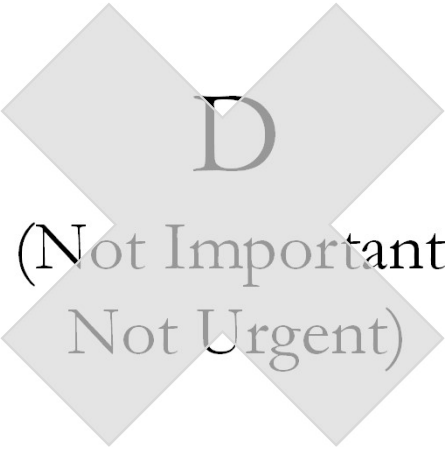
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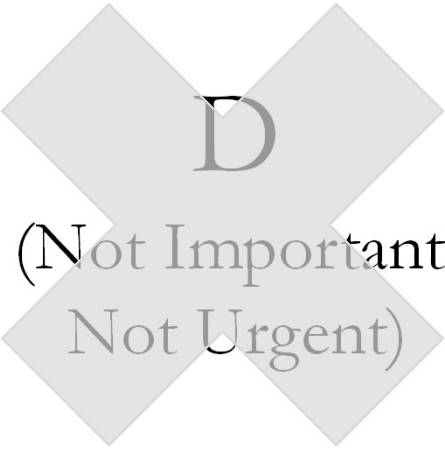
- Review priority emails/calls – **A**
- Make a dentist appointment – **C**
- Requirements gathering for new project – **B**
- Find on-call coverage – **A**
- Play Solitaire – **D**
- Complete Healthstream training – **B**
- Plan an upcoming event – **C**

A (Important, Urgent)	B (Important, Not Urgent)
C (Not Important, Urgent)	D (Not Important, Not Urgent)

- Review priority emails/calls – **A**
- Find on-call coverage – **A**
- Requirements gathering for new project – **B**
- Complete Healthstream training – **B**
- Make a dentist appointment – **C**
- Plan an upcoming event – **C**
- ~~Play Solitaire – **D**~~

A (Important, Urgent)	B (Important, Not Urgent)
C (Not Important, Urgent)	 D (Not Important, Not Urgent)

- Review priority emails/calls – **A1**
- Find on-call coverage – **A2**
- Requirements gathering for new project – **B2**
- Complete Healthstream training – **B1**
- Make a dentist appointment – **C2**
- Plan an upcoming event – **C1**

A (Important, Urgent)	B (Important, Not Urgent)
C (Not Important, Urgent)	D (Not Important, Not Urgent) 

- Review priority emails/calls – **A1**
- Find on-call coverage – **A2**
- Complete Healthstream training – **B1**
- Requirements gathering for new project – **B2**
- Plan an upcoming event – **C1**
- Make a dentist appointment – **C2**

A (Important, Urgent)	B (Important, Not Urgent)
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Buzz Lightyear Astro Blasters



- Review priority emails/calls – **A1**
- Find on-call coverage – **A2**
- Complete Healthstream training – **B1**
- Requirements gathering for new project – **B2**
- Plan an upcoming event – **C1**
- Make a dentist appointment – **C2**

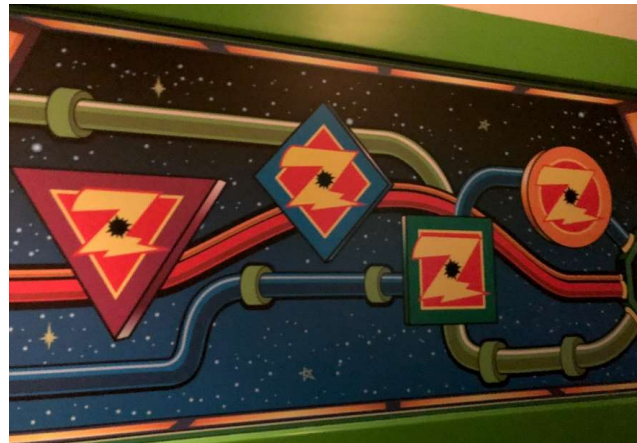
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Have a “Motivating Why”

Say “No” Strategically

Prioritize (“A1 Scheduling”)

Easiest First, Highest Next

For *you* at:
RandyCraneSpeaks.com/providence



PDFs of:

- This PowerPoint
- “Mastering Your To-Do List”
- “10 Practical Strategies for Accomplishing Big Goals from a (Former) non-Runner”

Plus a Discount Code for
Once Upon YOUR Time
and
Faith and the Magic Kingdom

