



Can I Really Get It All Done?

Managing Expectations, Energy, Priorities, and Time

A free webinar from American Baptist Women's Ministries
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Recommended Resources

The Power of Full Engagement: Managing Energy, Not Time, Is the Key to High Performance and Personal Renewal, by Jim Loehr and Tony Schwartz. (Free Press, 2003. Available hardcover, paperback, Kindle, audiobook.)

Getting Things Done: The Art of Stress-Free Productivity, by David Allen. (Penguin Books, Revised Edition, 2015. Available hardcover, paperback, Kindle, audiobook.)

Apps and Helps Referenced in Webinar

Todoist: www.todoist.com. Tasks can be categorized and filtered in a number of ways; fast task entering; good reminder system. combines with multiple email applications; combines with iOS Reminders. Cross-platform mobile app, web-based, downloadable desktop app (iOS and Windows).

LifeTopix: www.lightarrow.com. All-in-one productivity app. Includes multi-level task management, calendar, contacts, notes, and more. iOS (not Windows).

iMindMap: www.imindmap.com. Mind-mapping software. Can create visual presentations. Syncs with DropTask. Cross-platform mobile app, web-based, downloadable desktop app (iOS and Windows).

Bullet Journaling: <http://www.bulletjournal.com> for original bullet journal system. Type "bullet journaling" into your search engine for multiple results. Going old-school with a blank notebook and a pen; customize to your own needs and organizational style.

Energy Calendar

	SUN	MON	TUE	WED	THUR	FRI	SAT
5 AM							
6 AM							
7 AM							
8 AM							
9 AM							
10 AM							
11 AM							
12 PM							
1 PM							
2 PM							
3 PM							
4 PM							
5 PM							
6 PM							
7 PM							
8 PM							
9 PM							