

NOTE DATE AND LOCATION:

TUESDAY

MAY 14, 2019

LOCATION:

Joker's Event Center  
(aka Atomic Bowl/Comedy Club)  
624 Wellsian Way  
Richland, Washington

**5:30 p.m.** - Check in/Networking  
(wine/beer available for purchase)

**5:45 p.m.** – Place dinner orders  
(everyone orders from the  
restaurant [menu](#) and pays  
individually)

**6:00 p.m.** – Dinner

**6:45 p.m.** - Presentation

**NOTE: If planning to order food,  
please try to arrive by 5:45 to  
allow adequate time for everyone  
to be served and eat dinner prior  
to the presentation start time.**

**Cost:**

No charge for ASQ members or  
guests ordering dinner

\$5 for presentation only

Please RSVP by May 8 for planning  
purposes.

E-mail [0614asq@gmail.com](mailto:0614asq@gmail.com)  
with your name, contact  
information, and type of reservation  
(dinner and presentation, or just the  
presentation).

Attendance at this meeting earns  
0.5 RUs toward ASQ recertification.

For more information about our  
ASQ section and other upcoming  
events: [www.asq614.org/](http://www.asq614.org/)

## “Time Management Made Easy”



**Paul D. Casey**  
Author & Influencer  
“The Calendar Coach”  
Growing Forward Services, LLC

*“Time is more valuable than money. You can get more money, but you cannot get more time.” - Jim Rohn*

In the introduction to his book, *Maximizing Every Minute*, Paul Casey admits that he can be more than a little obsessive about time management. His computer calendar is color-coded and scheduled to 15-minute increments. He schedules appointments with himself to keep his productivity on track. He doesn't even like the term “time management” because he sees time as an equal opportunity employer, with the management of priorities being the real issue.

Everyone makes time for the things they want to do, for what is most important to them. If you have a favorite sports team or television show, you can usually find a way to get to the game or watch or record the show so you won't miss it.

Most people like the feeling of accomplishment that comes from being able to check off completion of “easier” tasks, both at work and home, so we may let the more complicated (and usually most impactful) tasks slide to later in the day; then we get to the end of the day and realize the bigger items didn't get done, so they get bumped to the next day. Without a clear focus, this can become a vicious cycle.

The issue with managing our time is lack of direction and intentionality. The wave of busyness we all experience could dictate every moment of our work and personal lives if we aren't intentional about where we dedicate our limited time. Sure, there are crises to deal with and unexpected time drains but, for the most part, you have control over your calendar. You are constantly determining what gets your focus and what gets your leftovers. Your personal values play a big part in how you manage your time.

Join us May 14 to learn more about time management from Paul:

- The two things you must manage your time around
- What on your to-do list you should work on first
- Why a daily preview will provide peace of mind
- What Eating the Frog and Being a Buffalo have to do with beating procrastination
- Biorhythms, multi-tasking, interruptions ...and more!

*About the presenter: Paul D. Casey has been professionally speaking for over 20 years and is known as a leading authority on leadership and personal growth. With a Master's Degree in education, his career to date includes roles as an educator/administrator and Chief Operating Officer in five non-profit organizations. Paul is an ACC-certified coach with the International Coaching Federation and a member of the National Speakers Association. He recently was awarded Solopreneur of the Year by the West Richland Area Chamber of Commerce. Through Paul's company, Growing Forward Services, he has partnered with corporate and individual clients to transform visions, habits and lives. He contributes daily inspirational growth messages on local radio and via social media (@growingfwd). Paul is the author of three books: The Static Cling Principle; Maximizing Every Minute; and (his newest book), Leading the Team You've Always Wanted. A past president of Leadership Tri-Cities, Paul currently volunteers as Chapter Chair of Mid-Columbia SCORE.*