



THE CRAIG MARTINI PROFESSIONAL TIME MANAGEMENT DIARY

A complete work system and personal organiser

To excel in business requires discipline, dedication and passion.

Motivation and talent alone are not sufficient to cope with the volume of activities that have to be prioritised, scheduled, co-ordinated, delegated, followed-up, reprioritised, rescheduled and monitored.

With the additional tasks of setting and accomplishing goals, budgeting and long-term planning - all to be achieved within the short space of each working day - workloads are further compounded.

*By choosing The Craig Martini Professional Time Management Diary
you avoid the chaos and provide a gift of time.*



HOW TO USE YOUR CRAIG MARTINI PROFESSIONAL TIME MANAGEMENT DIARY

Daily plan of action

We suggest that you spend at least 15 minutes first thing every morning or last thing every evening listing all the things that have to be done for a particular day. Priorities should be assessed using the A, B, C priority rating.

A – Items demanding your immediate and urgent attention.

B – Items you consider important but not imperative.

C – Items that can be deferred for a period, without harm.

Identify items of major importance that can be handled by others and transfer these to the Delegation Check Chart for follow-up.

In looking at your 'C' priorities, you will find that many of these are unimportant and can be transferred to the 'Master List' page at the back of your Time Management Diary to receive attention only when you have time to spare. You will be surprised at how many of these items look after themselves.

If you wish, you can identify your priorities more precisely by marking each category A1, A2, A3, and so on.

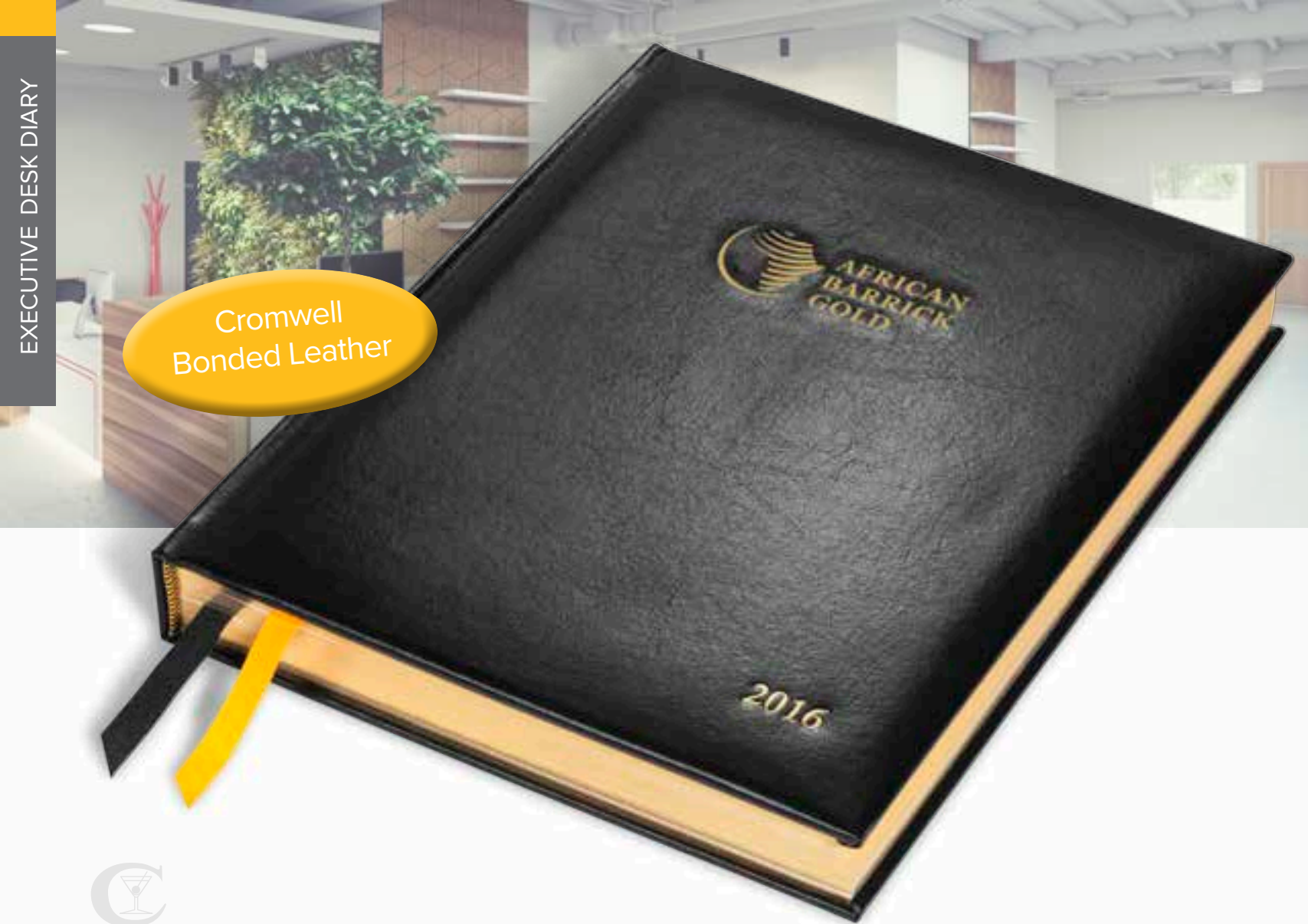
As each item is completed, place a tick '✓' in the right-hand column. Mark unfinished items with a 'T' and the new page number and transfer to a page ahead, possibly with a new priority rating.

Your Daily Plan of Action includes an appointment section which enables you to co-ordinate your daily activities. There is also a section for notes or records of addresses in respect of appointments out of the office.

Log your time for each activity under the 'Units of Time Taken' column.

This should highlight any time-wasters, and also indicate whether you are attempting too much.

Professional people may wish to use this 'Units of Time Taken' column to record their time spent on clients in order to bill them at the end of the month.



PRE-FOILED 2016
ON FRONT COVER



PRE-FOILED LOGO
ON BACK COVER



INCLUDES BLACK
PRESENTATION BOX



THE CRAIG MARTINI EXECUTIVE TIME MANAGEMENT DESK DIARY

Complete work system and personal organiser

DIARY-002

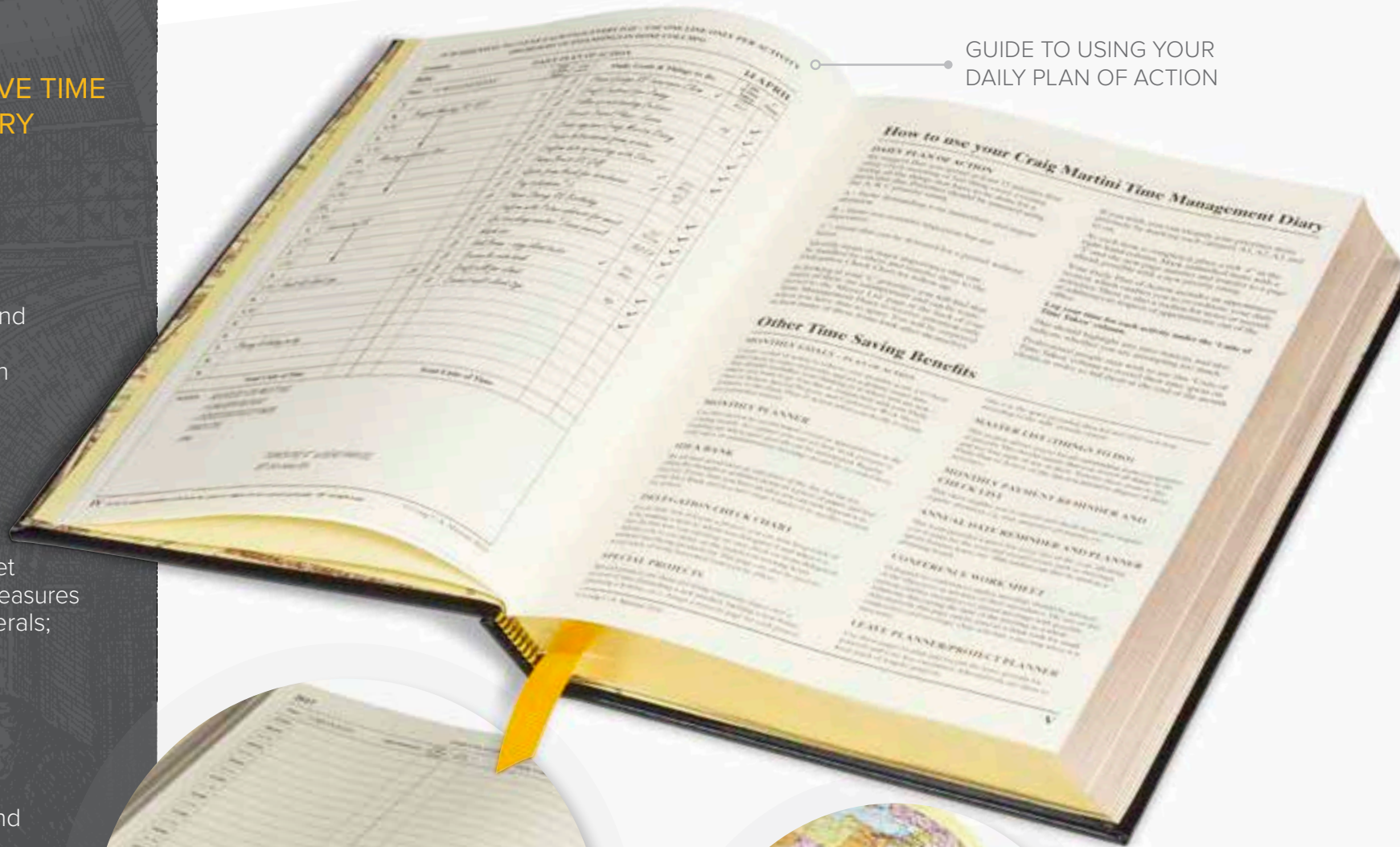
CRAIG MARTINI EXECUTIVE TIME MANAGEMENT DESK DIARY

489 pages • 258 x 210mm

FEATURES:

- Calendars – 2015-2018
- Personal Particulars
- Major Goals for the Year
- 2016 Annual Date Reminder and Forward Planner
- Monthly Goals – Plan of Action
- Monthly Appointment Planner at a Glance
- Daily Plan of Action
- Maps
- South Africa / Australia Time Table
- International Phonetic Alphabet
- International Time; Mass and Measures
- Greek Alphabet; Roman Numerals; Phases of the Moon
- International Holidays
- Conference Work Sheets
- Special Projects
- Delegation Check Chart
- Idea Bank
- Monthly Payment Reminder and Check List
- Expense Recorder
- Shares
- Graphs
- Master List of Things To Do
- Christmas Cards
- Birthdays and Anniversaries
- Telephone Index
- E-mail, Website and Address List
- Notes - Important Information
- Leave / Project Planner
- 2017 Annual Date Reminder and Forward Planner
- Notes for 2017

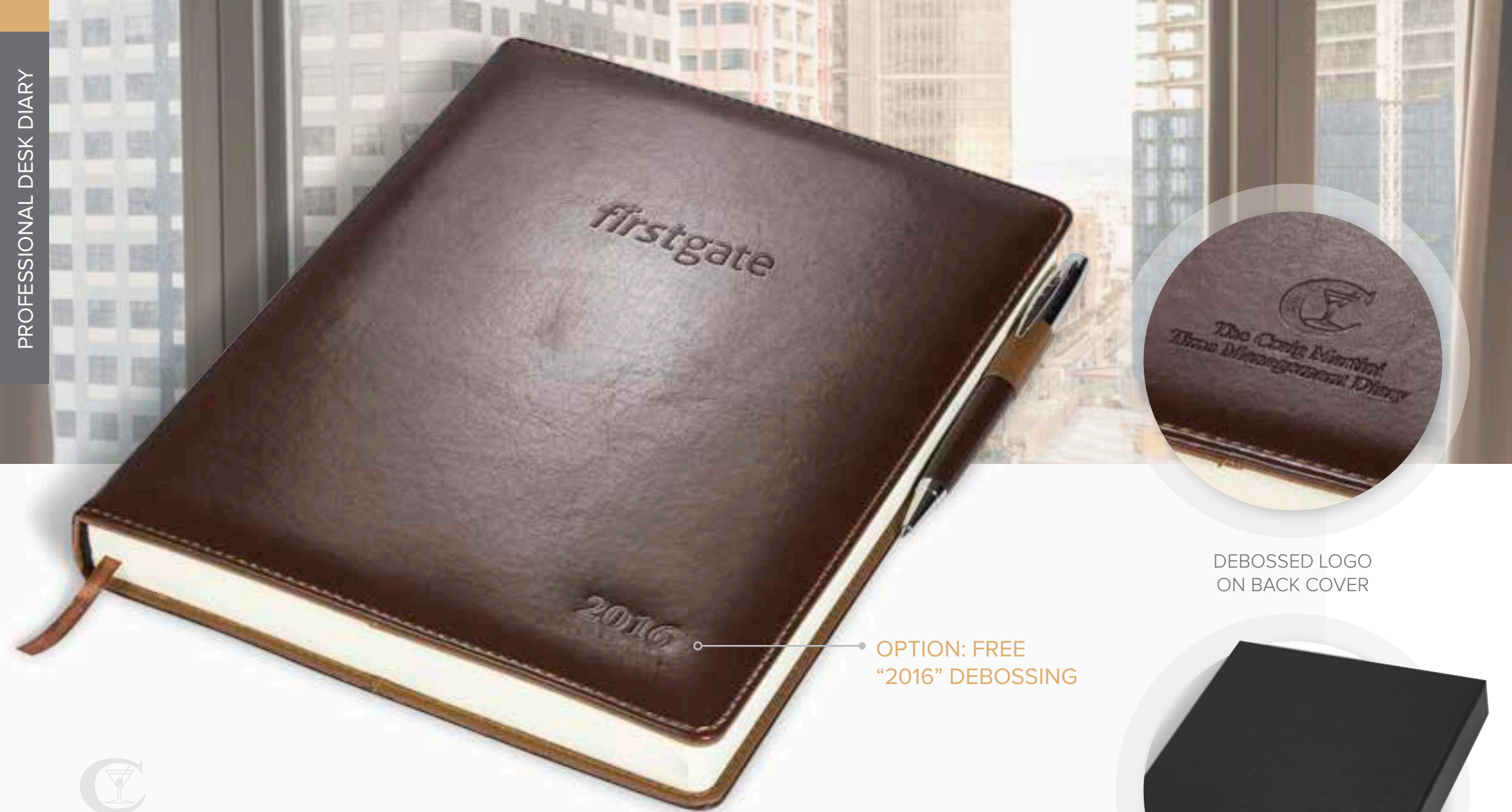
GUIDE TO USING YOUR
DAILY PLAN OF ACTION



DIARY PAGE



WORLD / AFRICA &
SOUTHERN AFRICA MAPS



DEBOSSSED LOGO
ON BACK COVER

OPTION: FREE
"2016" DEBOSSING



INCLUDES BLACK
PRESENTATION BOX



THE CRAIG MARTINI PROFESSIONAL TIME MANAGEMENT DESK DIARY

Plan your day, week, month and year

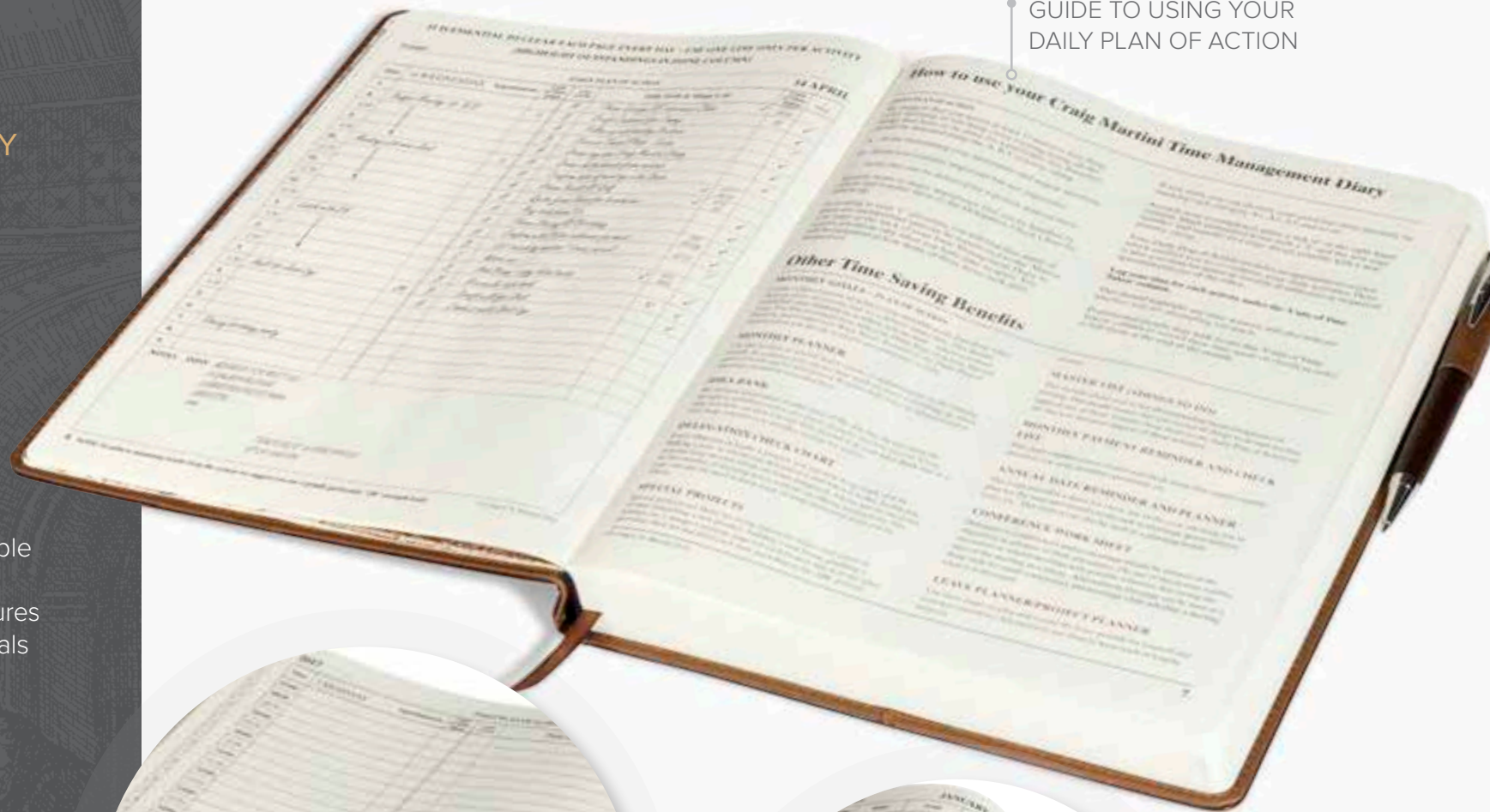
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GUIDE TO USING YOUR
DAILY PLAN OF ACTION



DIARY PAGE



MONTHLY APPOINTMENT
PLANNER AT A GLANCE



DEBOSSSED LOGO
ON BACK COVER

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"2016" DEBOSSING



INCLUDES BLACK
PRESENTATION BOX



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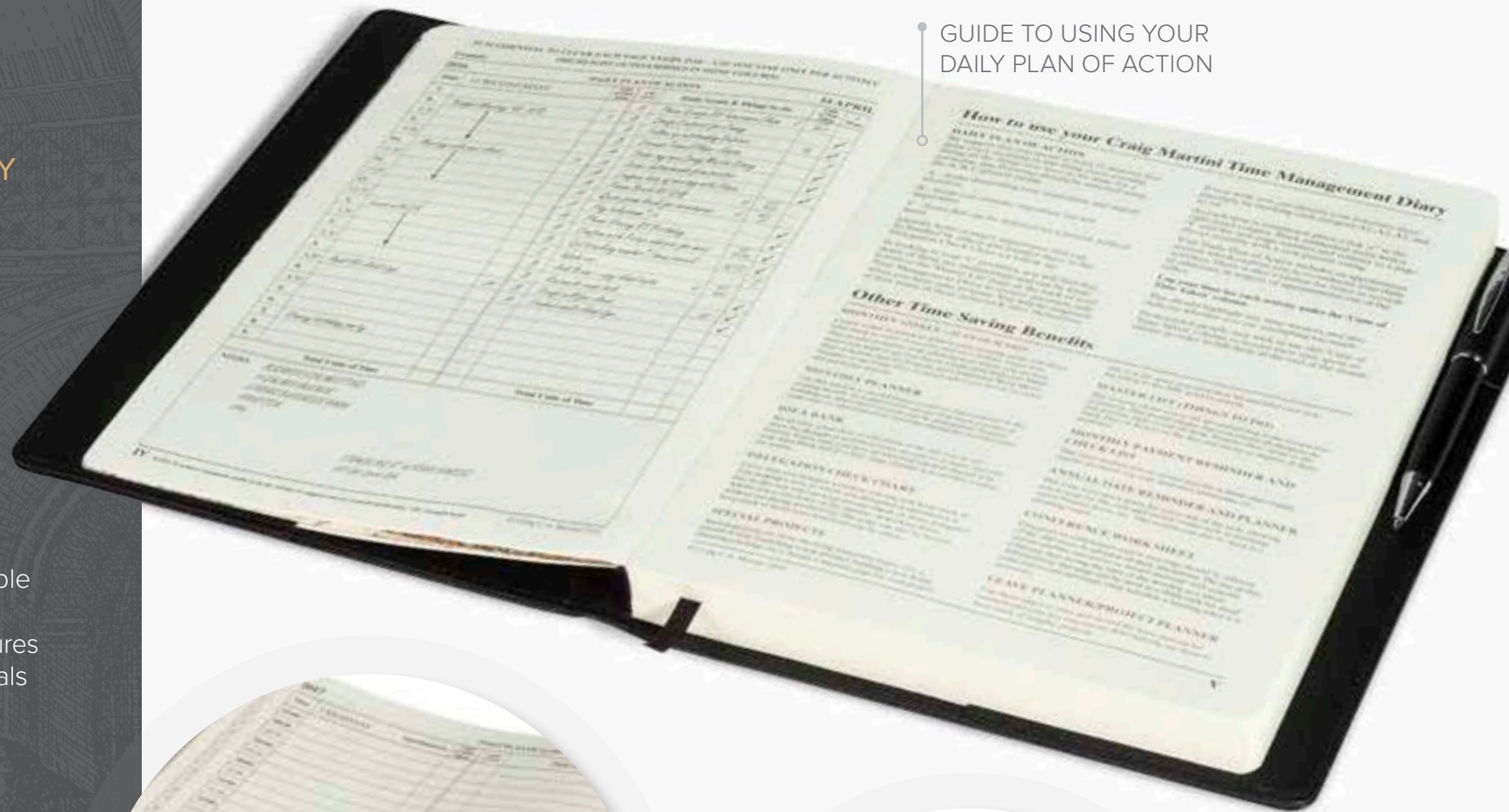
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DAILY PLAN OF ACTION



DIARY PAGE



MONTHLY APPOINTMENT
PLANNER AT A GLANCE



Giving a diary is ordinary.
Presenting a **Craig Martini Diary**
is a gift of business sophistication -
any time of the year.

Place a prestigious **Craig Martini**
Time Management Diary onto every
key desk in your clients' company,
as well as your own and focus attention
on your logo and brand, every day of
the year.

