



THE CRAIG MARTINI EXECUTIVE 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 Executive Time Management Diary
you avoid the chaos and provide a gift of time.*



HOW TO USE YOUR CRAIG MARTINI EXECUTIVE 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 '3' 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.



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THE CRAIG MARTINI EXECUTIVE TIME MANAGEMENT A5 DIARY

Complete work system and personal organiser



PRE-FOILED 2018
ON FRONT COVER



PRE-FOILED LOGO
ON BACK COVER



INCLUDES BLACK
PRESENTATION BOX

DIARY-007

THE CRAIG MARTINI

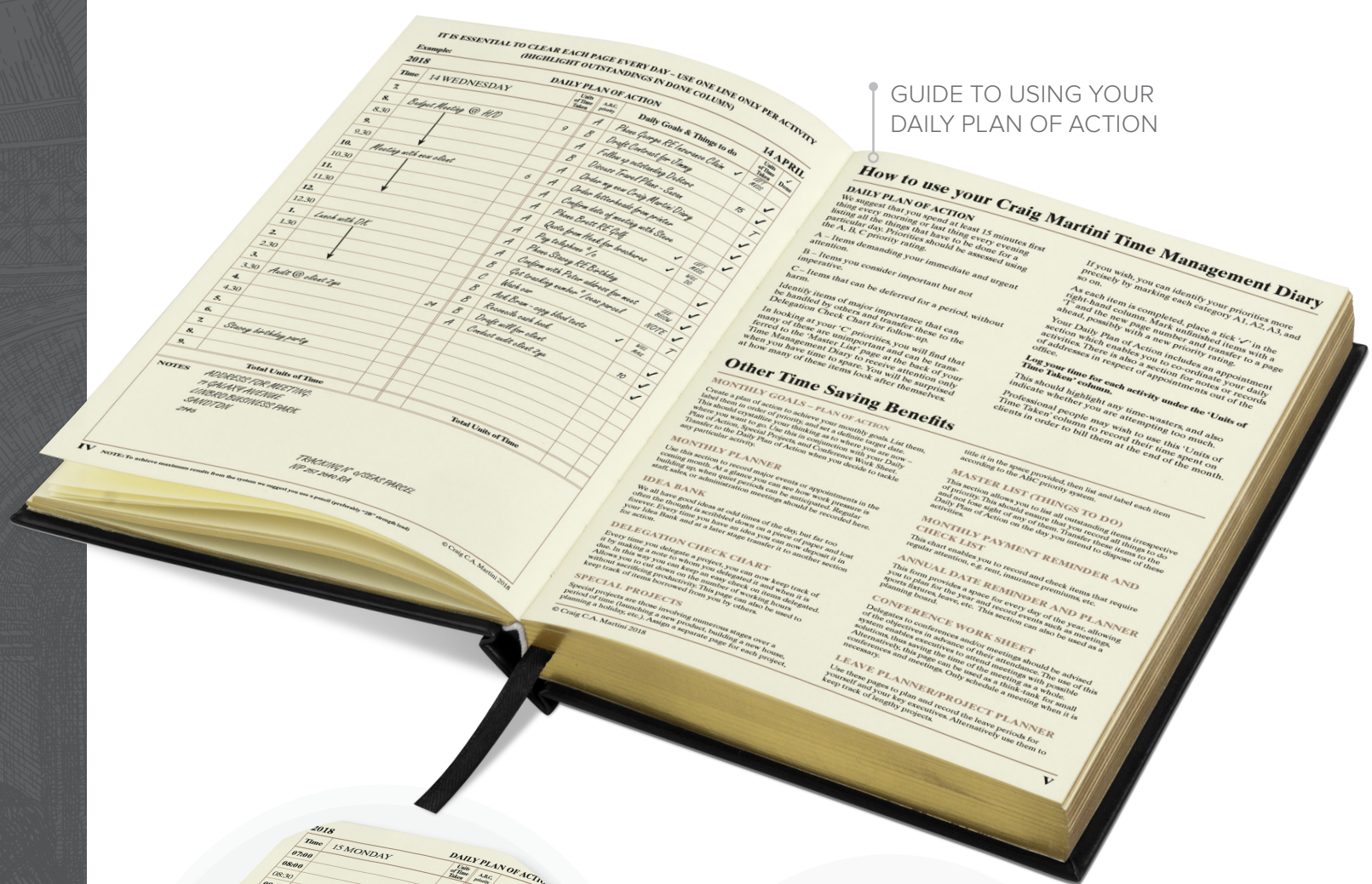
EXECUTIVE TIME

MANAGEMENT A5 DIARY

421 pages • 210 x 148mm

FEATURES:

- Calendars – 2017-2020
- Personal Particulars
- Annual Date Reminder and Forward Planner 2018
- Monthly Planner at a Glance
- Daily Plan of Action
- International Holidays
- Phases of the Moon
- Notes
- Leave / Project Planner
- Delegation Check Chart
- Monthly payment reminder
- E-Mail and Website List
- Telephone Index



GUIDE TO USING YOUR
DAILY PLAN OF ACTION



DIARY PAGE



MONTHLY
APPOINTMENTS

Cromwell
Bonded Leather

CH | Business
Consulting

2018

accenture

2018

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THE CRAIG MARTINI EXECUTIVE TIME MANAGEMENT DESK DIARY

Complete work system and personal organiser



PRE-FOILED 2018
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PRE-FOILED LOGO
ON BACK COVER



INCLUDES BLACK
PRESENTATION BOX

DIARY-008

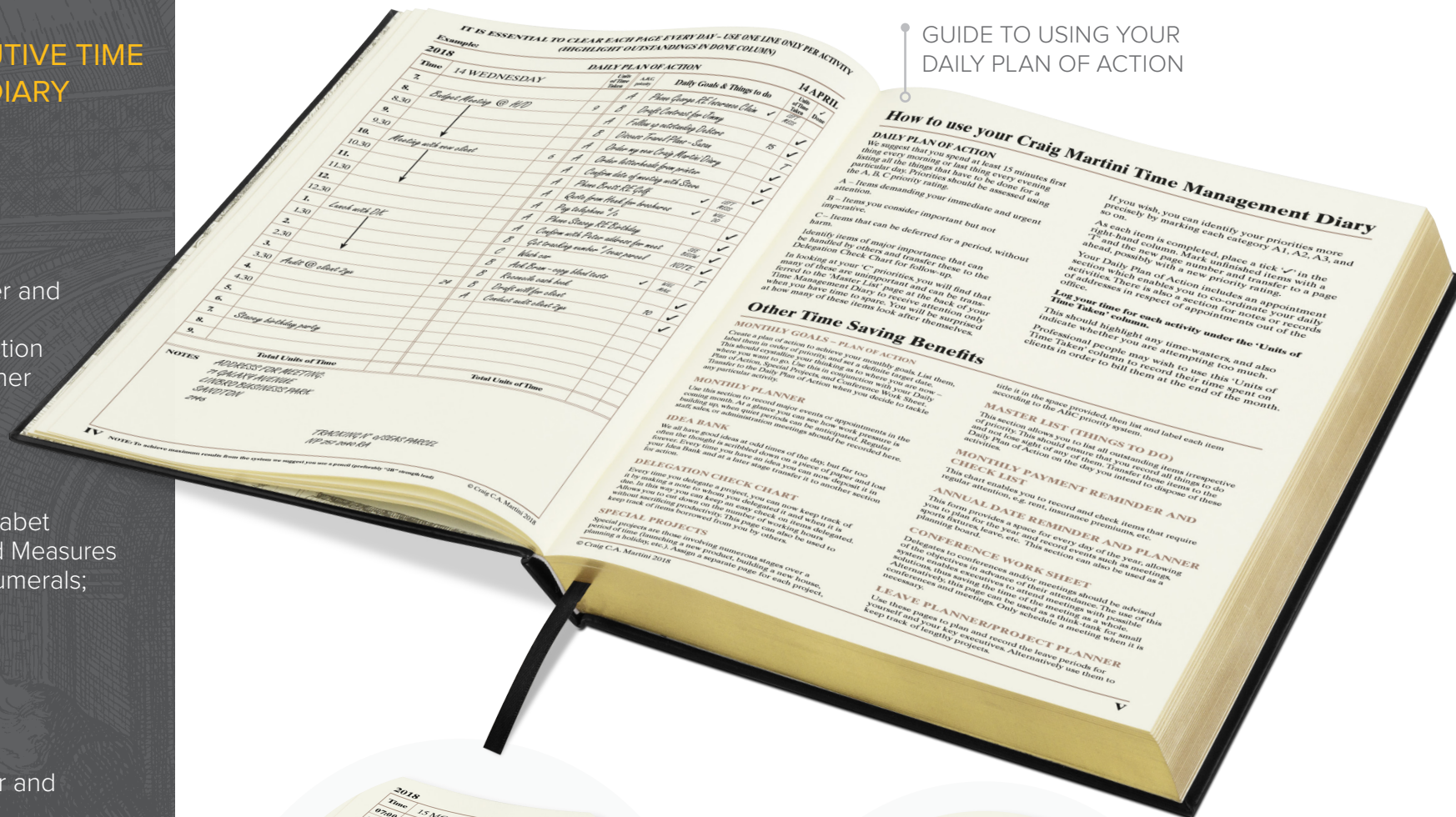
CRAIG MARTINI EXECUTIVE TIME MANAGEMENT DESK DIARY

489 pages • 258 x 210mm

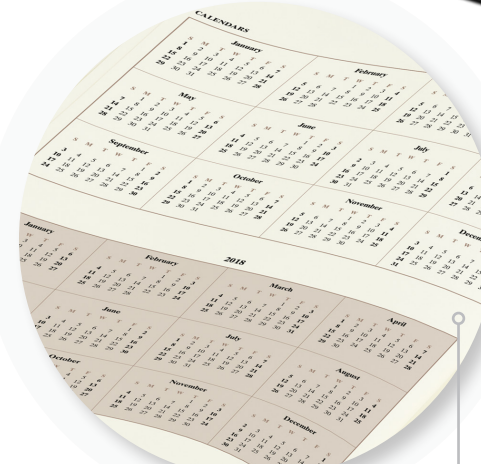
FEATURES:

- Calendars – 2017-2020
- Personal Particulars
- Major Goals for the Year
- 2018 Annual Date Reminder and Forward Planner
- Monthly Goals – Plan of Action
- Monthly Appointment Planner at a Glance
- Daily Plan of Action
- 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
- 2019 Annual Date Reminder and Forward Planner
- Notes for 2019

GUIDE TO USING YOUR DAILY PLAN OF ACTION



DIARY PAGE



YEARLY CALENDARS



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.

