

THE ART OF TIME

MANAGEMENT

PRESENTED BY



GUEST SPEAKER

@*Raf* FRONTINI

CURATORSGROUP.COM



MEET YOUR MENTOR

Roxana Frontini, also known as ROX™, is an integral artist and businesswoman dedicated to conscious empowerment.

She runs ROXANA FRONTINI Fine Art & Design Atelier, and CURATORS GROUP, her Business Growth & Innovation Consulting Firm.

Roxana also teaches Creativity, Design & Entrepreneurship at MARANGONI INSTITUTE MIAMI, volunteers as a mentor with Raising HOPE, and supports non-profit organizations such as WORKING FOR WOMEN.

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MODULES

- A** WHAT IS TIME?
- B** MANAGEMENT TOOLS
 - 1** S.M.A.R.T. GOALS
 - 2** PRIORITIZING
 - 3** TIME BLOCKS
 - 4** TAKING BREAKS
 - 5** ORGANIZING YOUR SPACE
 - 6** REMOVING NON-ESSENTIALS
 - 7** PLANNING AHEAD
- C** Q&A





***"The Purpose
Of Art
Is To
Stop Time"***

– BOB DYLAN



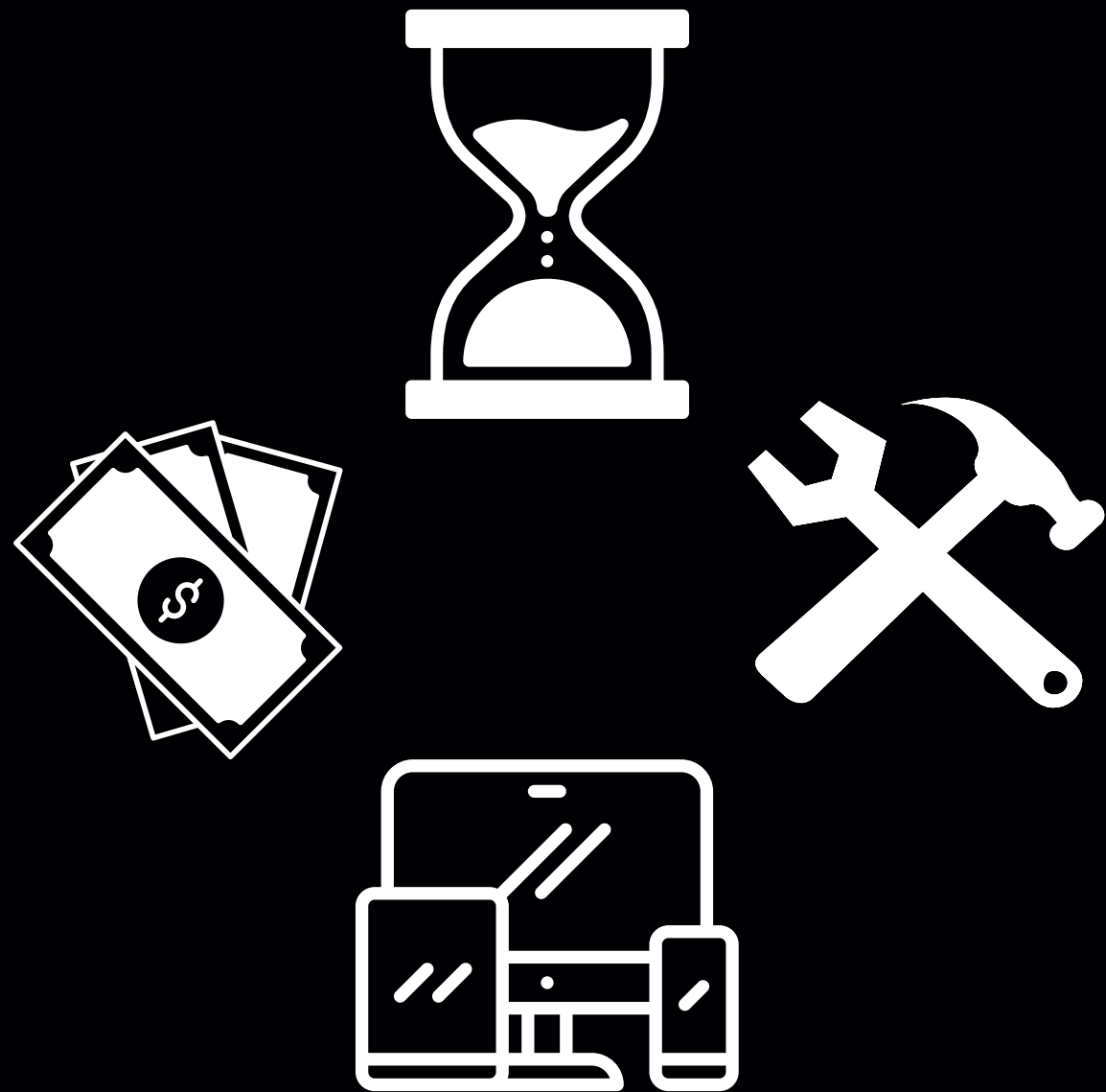
WHAT IS TIME?

For you, in your own words.

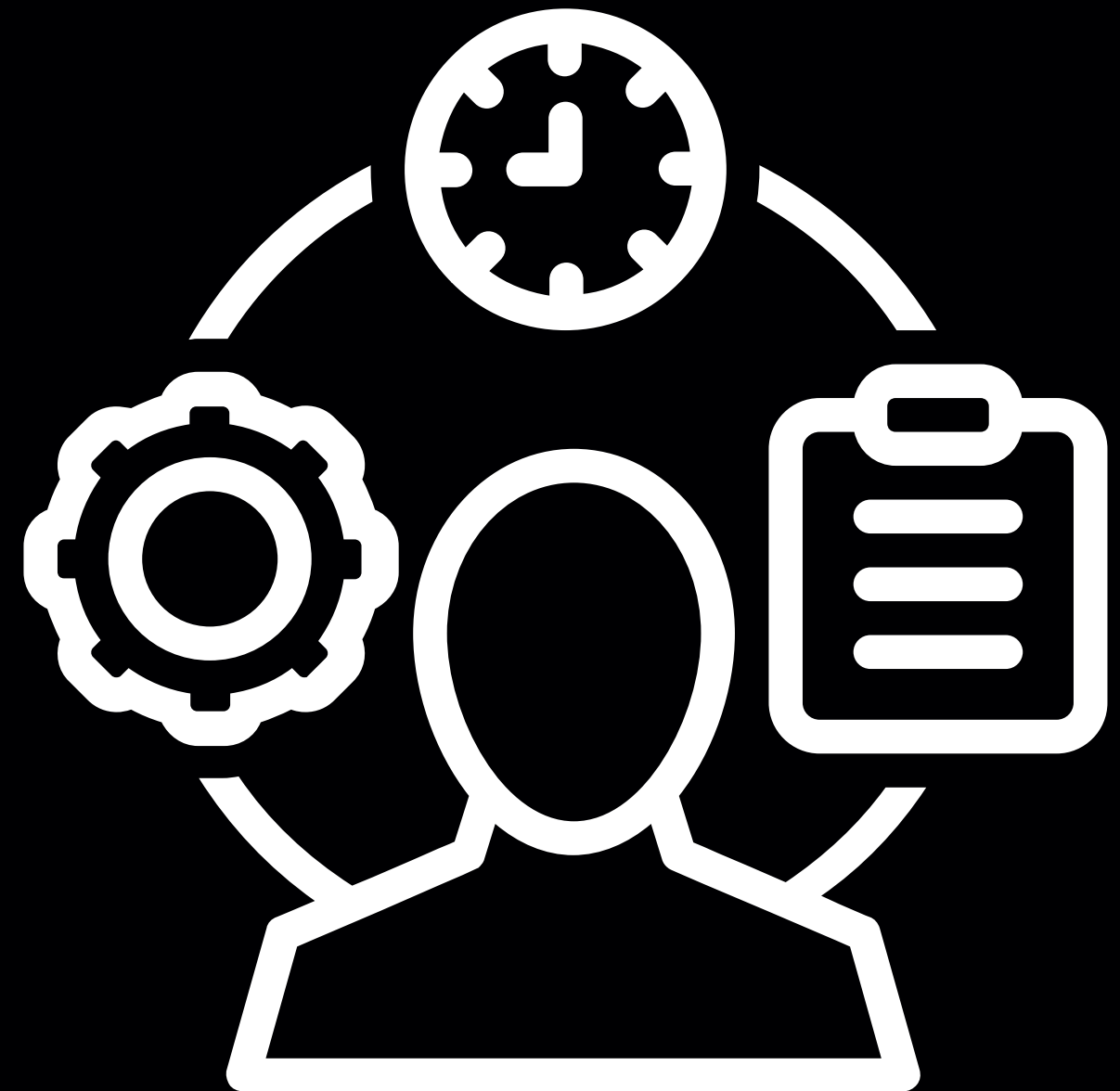
"TIME IS
A RESOURCE."

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RESOURCES



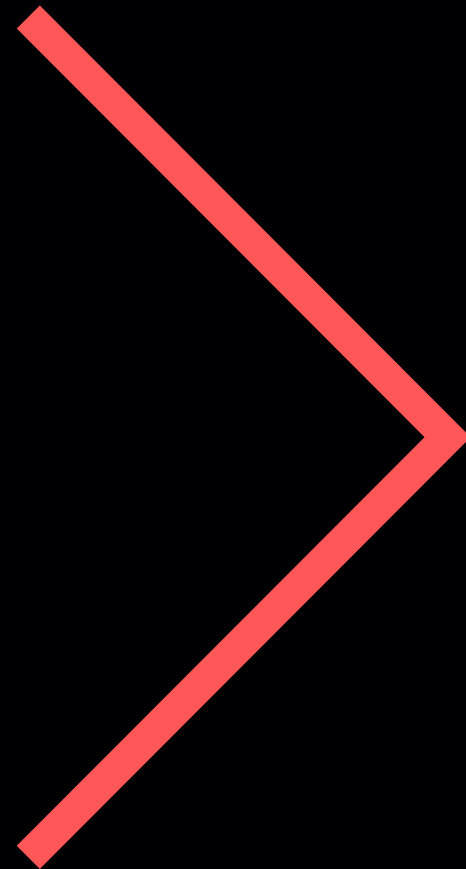
MANAGEMENT



MANAGEMENT TOOLS



- TO COORDINATE
- TO ADMINISTER
- TO MULTIPLY



RESOURCES

MANAGEMENT TOOLS

- S.M.A.R.T. GOALS
- PRIORITIZATION
- TIME BLOCKS
- TAKING BREAKS
- SPACE ORGANIZATION
- REMOVING NON-ESSENTIALS
- PLANNING AHEAD

1

S.M.A.R.T. GOALS

1. **SPECIFIC** (What Am I Accomplishing?)
2. **MEASURABLE** (What Will Show Me Progress?)
3. **ATTAINABLE** (Do I Believe I Can Accomplish It?)
4. **RELEVANT** (Is It Aligned with My Long-Term Objectives?)
5. **TIME-BOUND** (By When Will This Be Done?)



2 PRIORITIZATION

	URGENT	NOT URGENT
IMPORTANT	DO FIRST	SCHEDULE IT
NOT IMPORTANT	DELEGATE IT	DELETE IT



TIME BLOCKS

The "Time Blocks" allow you to dedicate focused attention to tasks that must get done.

[illegible]

4

TAKING BREAKS

SHORT MEDITATIONS

(5 to 15 mins)

have proven to be highly effective when it comes to clearing up our heads and getting fully present.

EFFICIENT BREAKS

(15 to 20 mins)

between tasks helps declutter mentally and emotionally.
It helps us bring our full attention to the new task.

5

ORGANIZING YOUR SPACE



BENEFITS OF ORGANIZING YOUR SPACE

01

Clarity

(We Stop Distracting Our Minds
"Thinking" About The Mess.)

02

Serenity

(We Allow Ourselves to Feel Calm
About and In Our Own Spaces.)

03

Efficiency

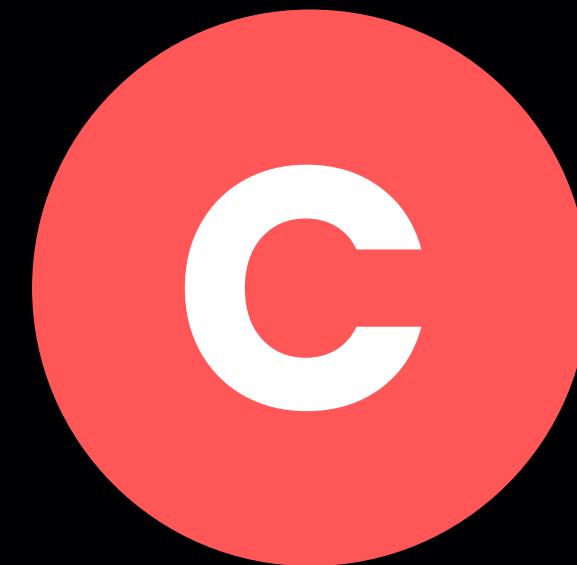
(We Don't Pause to Clean & Reduce
Pauses to "Find" Things in the
Clutter.)



REMOVE NON-ESSENTIALS

1. **Attention is Precious.** What we give our attention to, expands and grows!
2. **Distractions** are the **root** of most **failures**.
3. **Removing** what's **non-essential** to our goals, allows us to allocate time efficiently and give our undivided attention to the tasks that are directly related to our goals.





Q & A



CURATORS
ACADEMY

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UPCOMING **MASTER CLASSES**

NEED IT!

GROW YOUR PERSONAL BRAND

GET MY SEAT

LAUNCH YOUR BUSINESS BRAND

GET MY SEAT

SOCIAL MEDIA GROWTH

GET MY SEAT

PRICING STRATEGIES

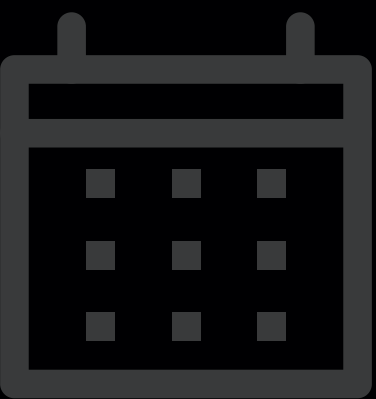
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TIME MANAGEMENT

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THANK YOU

FOR HAVING US

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