



Presented by Randy Lebolo



MARCH 18, 2025



ARE YOU IN CONTROL OF YOUR LIFE?

Presented by Randy Lebolo



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OR IS LIFE REALLY CONTROLLING YOU?

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STRATEGIES FOR EFFECTIVE TIME MANAGEMENT

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A vertical graphic on the left side of the slide consisting of a series of yellow chevrons pointing downwards.

OUR DISCUSSION TODAY

TOPICS AND HIGHLIGHTS

- A Short Introduction
- Time Span
- Becoming a Higher Achiever
- Delegating
- Handling Communication



RANDY LEBOLO

A SHORT INTRODUCTION:

Randy Lebolo, President of Lebolo Construction Management, is a visionary entrepreneur with a passion for building successful businesses and inspiring future leaders. Over the years, Randy has founded multiple thriving companies both locally and internationally, earning recognition as a trusted mentor and speaker on entrepreneurship, leadership and personal success.

Committed to giving back, Randy actively mentors entrepreneurs through his organization, **EACOTT-LEBOLO Pay It Forward**, which has helped eight small firms grow into successful businesses. His impact on the local business community has been profound, recently earning him the prestigious "**Empowering the American Dream**" award from the Hispanic Entrepreneur Initiative (HEI Florida).

Beyond business success, Randy's true strength lies in his ability to inspire passion and excellence in those around him. Today, Randy will share some of the key philosophies that have guided him in mastering **Time Management** and achieving **high levels of success**—principles that have shaped Randy's journey not only in his professional, but also personal life.



**WORDS TO
INSPIRE YOU**



**“Success is when you
wake up in the morning
and you are happy no
matter the circumstances
around you.”**

**And if you are not happy, what
are you doing about it?**

III Understanding Time Management

01

TIME SPAN

The ability of a person to act on their own until they need direction from somebody else.

03

DELEGATING

Importance of delegation in time management.

02

BECOMING A HIGHER ACHIEVER

Difference between reactive and proactive approaches.

04

HANDLING COMMUNICATION

Handling Meetings, Emails, Texts, Calls, and Conversations.

01

TIME SPAN

**THE ABILITY OF A
PERSON TO ACT ON
THEIR OWN UNTIL THEY
NEED DIRECTION FROM
SOMEBODY ELSE.**

**YOUR TIME SPAN IS DIRECTLY
PROPORTIONAL TO:**

- Education
- Experience
- Capacity
- Willingness to do it



01

TIME SPAN

THE ABILITY OF A PERSON TO ACT ON THEIR OWN UNTIL THEY NEED DIRECTION FROM SOMEBODY ELSE.

EXAMPLE:

CARPENTER



CARPENTER



- Education
- Experience
- Willingness to do it
- Capacity

**WORDS TO
THINK ABOUT**



**We all have 24 hours
in a day. It's what we
do with them that
makes us different.**

02

BECOMING A HIGHER ACHIEVER

99%

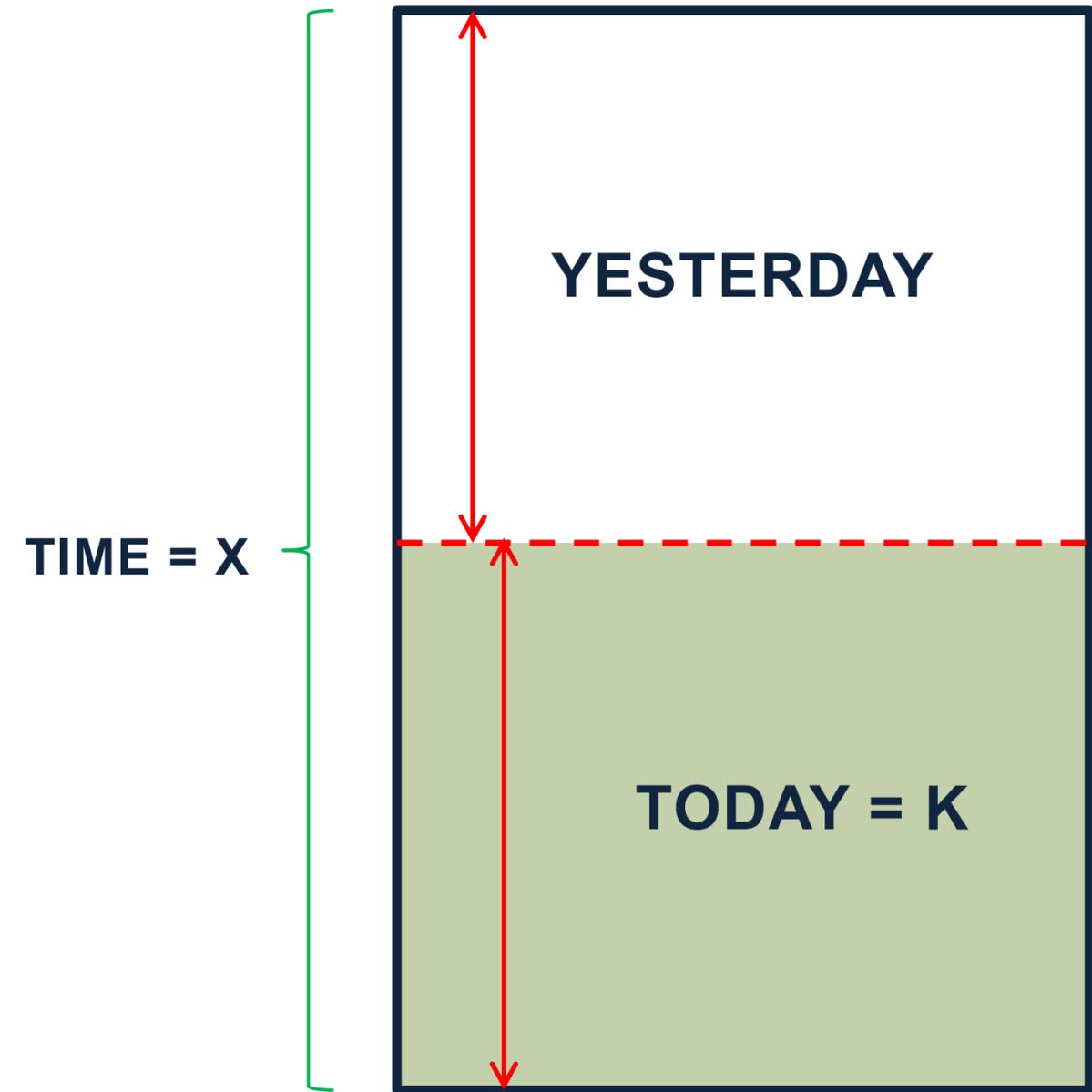
**OF PEOPLE ARE
REACTIVE**



02

BECOMING A HIGHER ACHIEVER

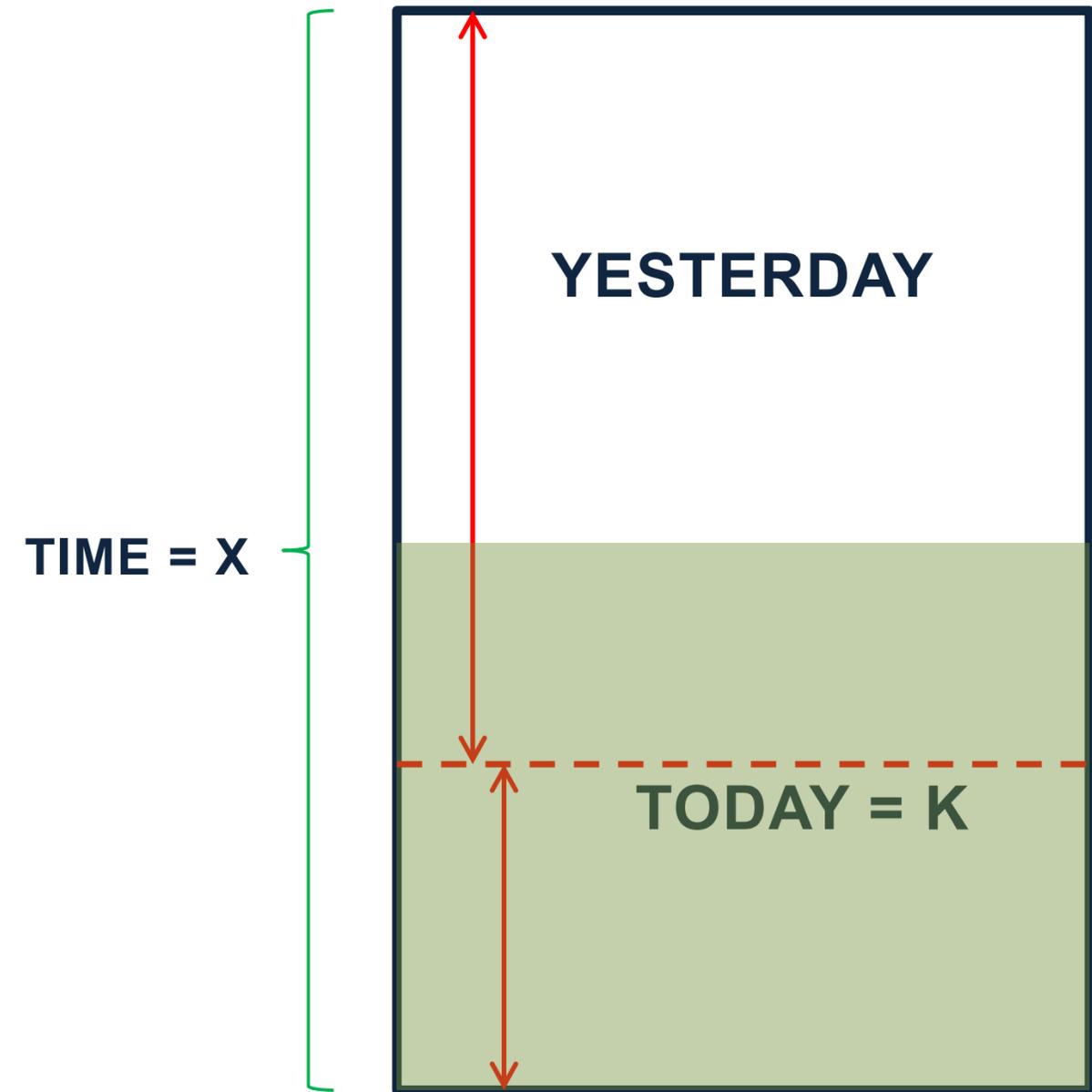
REACTIVE



02

BECOMING A HIGHER ACHIEVER

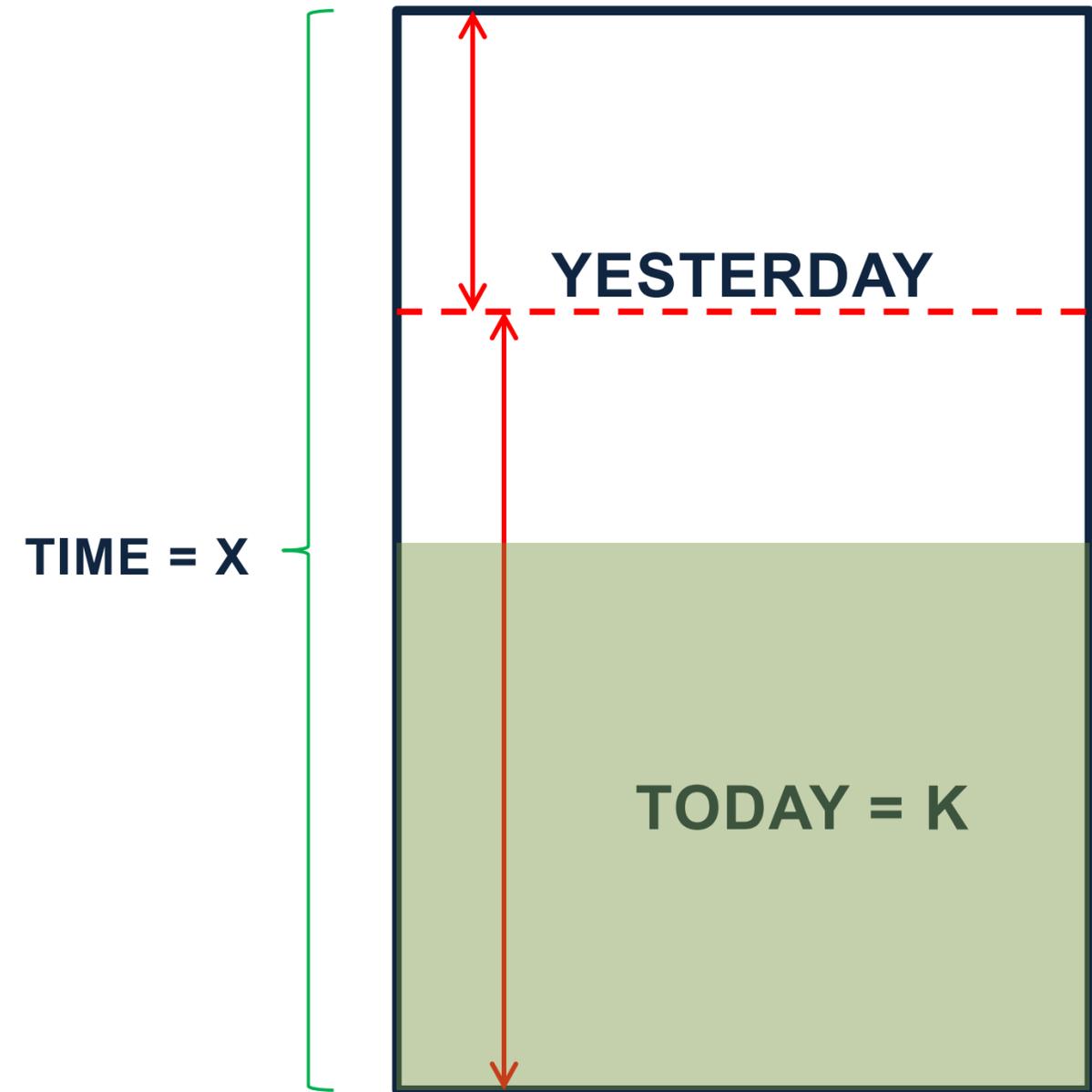
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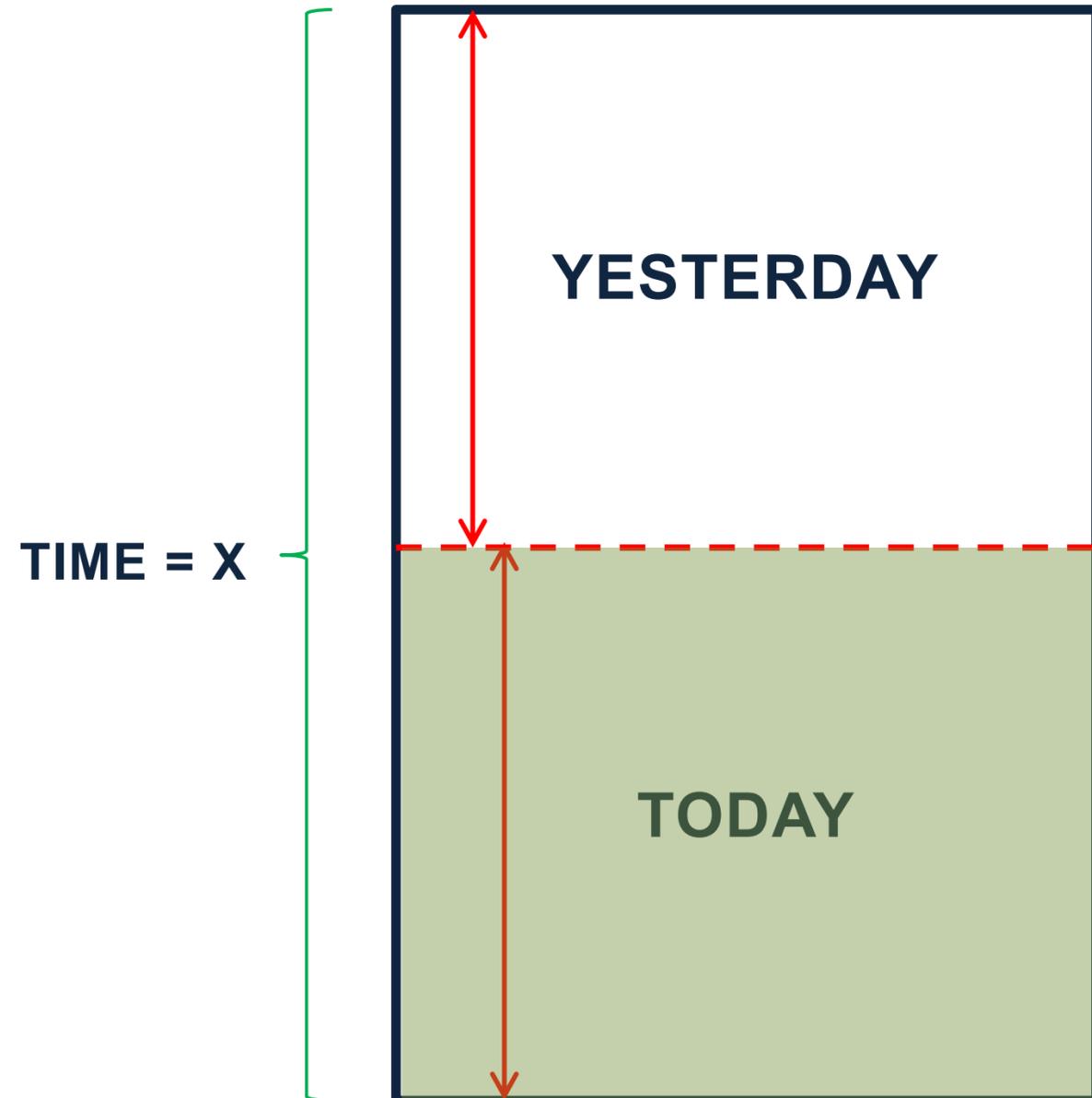
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BECOMING A HIGHER ACHIEVER

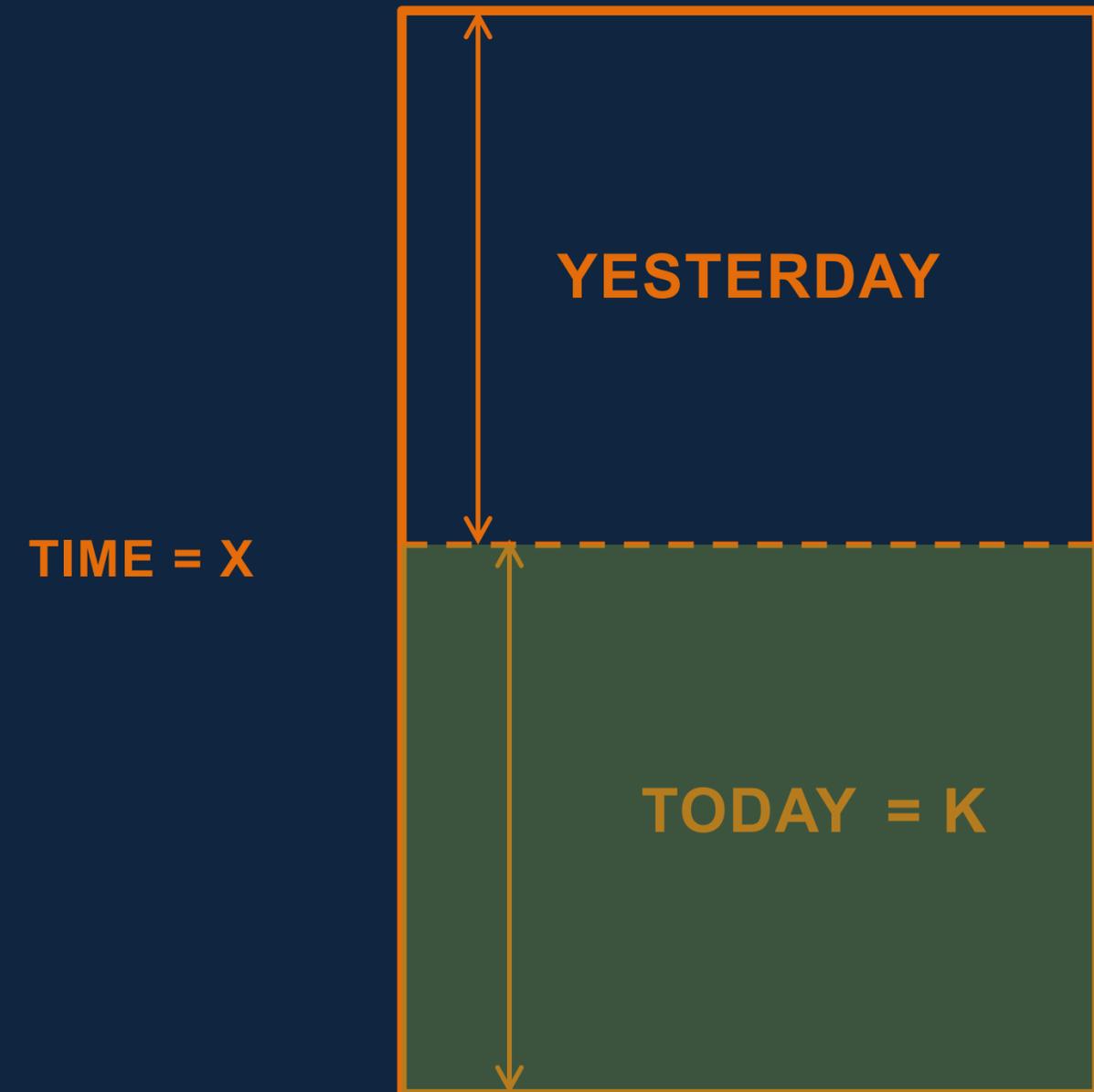
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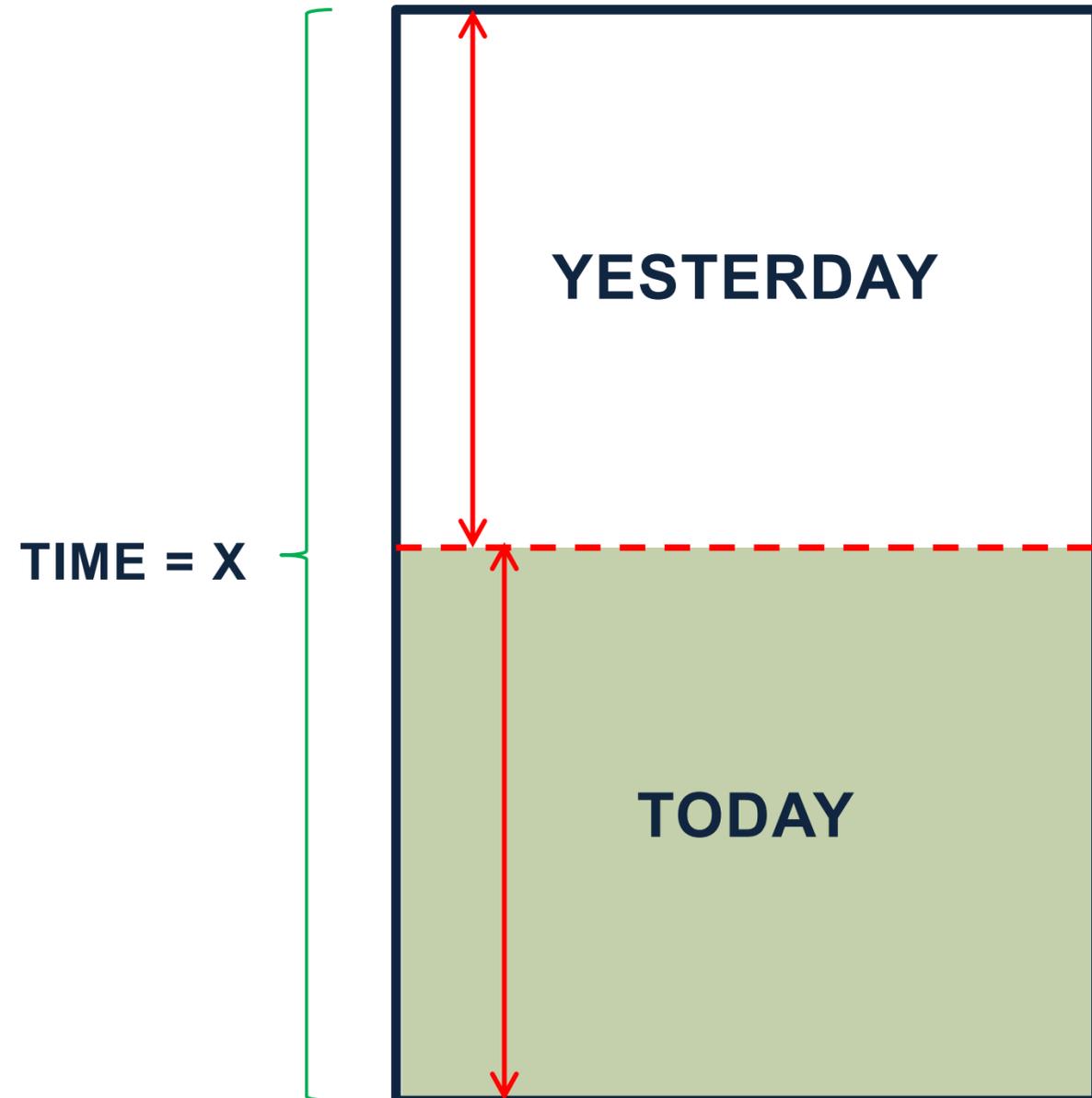
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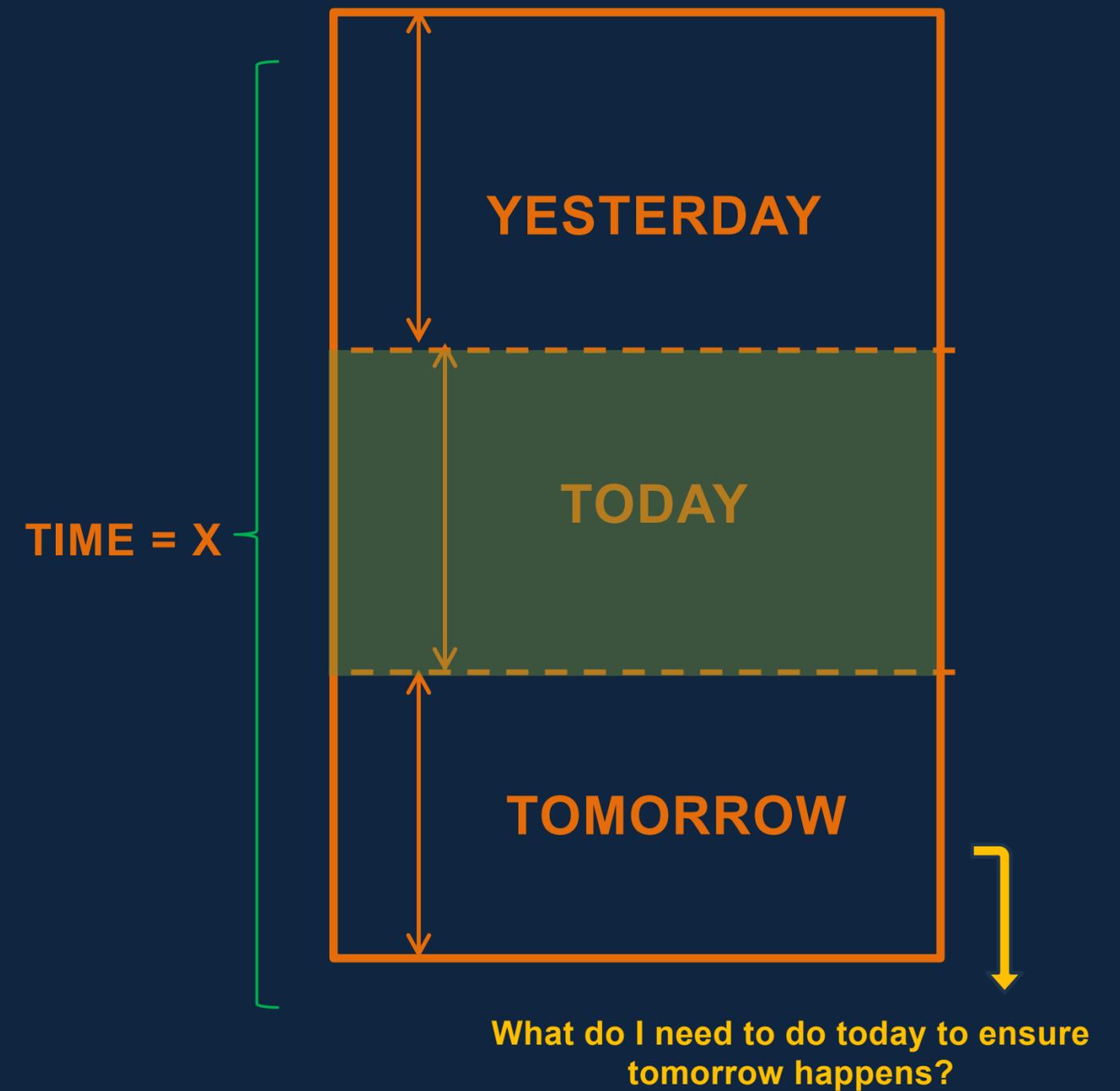
PROACTIVE



REACTIVE



PROACTIVE





03

DELEGATING

- How to delegate tasks effectively.

You must delegate with INTENTION

- Examples how to delegate



03

DELEGATING WITH INTENTION

EXAMPLE:

“Honey, could you pick up some milk on your way home?”



03

DELEGATING WITH INTENTION

EXAMPLE:

It's Friday, 5 pm.

*I ask you to put
together a report
that is critical for the
company survival by
Monday at 8:00 am*

04

HANDLING COMMUNICATION

- Tips for managing conversations.
(Restate)
- Efficient email management techniques.
- Guidelines for handling text messages and phone calls.
- Best practices for setting and managing meetings.





**NOW THAT YOU KNOW WHAT
SUCCESSFUL PEOPLE KNOW,
WHAT CHANGES WILL YOU
BE IMPLEMENTING IN YOUR
LIFE TO ACHIEVE YOUR
SUCCESS?**