Objectives of Training

- Define time management
- Explore the importance and value of time management for you
- Identify common time wasters
- Examine tools and techniques that promote effective time management skills
## Schedule: a typical Tuesday morning

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Category</th>
<th>Work, Play, Other</th>
<th>Amount of Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:45 – 8:00a</td>
<td>Drove to work</td>
<td>Driving</td>
<td>Work</td>
<td>15 minutes</td>
</tr>
<tr>
<td>8:00 – 8:30a</td>
<td>Read email</td>
<td>Reading</td>
<td>Work</td>
<td>30 minutes</td>
</tr>
<tr>
<td>8:30 – 8:45a</td>
<td>Chatted with boss</td>
<td>Meeting</td>
<td>Work</td>
<td>15 minutes</td>
</tr>
<tr>
<td>8:45 – 9:05a</td>
<td>Phone calls to daughter’s teacher</td>
<td>Conference</td>
<td>Home</td>
<td>20 minutes</td>
</tr>
<tr>
<td>9:05 – 10:30a</td>
<td>Worked on report</td>
<td>Writing</td>
<td>Work</td>
<td>85 minutes</td>
</tr>
<tr>
<td>10:30 – 11:20a</td>
<td>Staff Meeting</td>
<td>Meeting</td>
<td>Work</td>
<td>50 minutes</td>
</tr>
<tr>
<td>11:20 – 12:30a</td>
<td>Lunch</td>
<td>Eating</td>
<td>Work</td>
<td>70 minutes</td>
</tr>
</tbody>
</table>
A way to develop and use processed and tools for the purpose of generating more effective work and productivity
Such skills as planning, scheduling, time allocation, goal setting, delegation, organizing and task prioritization
Why Time Management?

- Leads to increased productivity
- Lowers stress levels
- Improves work-life balance
- Helps control the distractions that waste your time and break your flow
- Assists in determining which of the things you do are important and which can be dropped
Common Time Wasters

- Unclear objectives
- Inability to say no
- Interruptions and more interruptions
- Procrastination
Why Do We Waste Time?

- Overwhelmed
- Disorganized
- Overwork resulting in stress and fatigue
Becoming an Efficient Time Manager Means...

- Focus on importance, not urgency
- Learn to say no
- Develop a time management system that is tailored to you
T.I.M.E. – Productivity Improvement

- **T**ake time to assess self and time management skills
- **M**ake plan and schedule tasks
- **E**xecute plan
- **I**dentify Priorities
Current time management practices
Helps to identify areas for improvement
Gives insight on what your successful strategies are
Creates a development path to improve time management skills
Identify priorities

- Review all tasks
- Set priorities...ABC
- Tracking priorities
  - Electronic
  - Manual
**Tool: Urgency/Importance Grid**

<table>
<thead>
<tr>
<th>URGENT</th>
<th>NOT URGENT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A</strong></td>
<td><strong>B</strong></td>
</tr>
<tr>
<td>“Do It Now”</td>
<td>“Do It Soon”</td>
</tr>
<tr>
<td><strong>C</strong></td>
<td><strong>D</strong></td>
</tr>
<tr>
<td>“Do I Really Need to Do This?”</td>
<td>“Don’t Do It!”</td>
</tr>
</tbody>
</table>

**URGENT**
- A: “Do It Now”

**NOT URGENT**
- B: “Do It Soon”
- C: “Do I Really Need to Do This?”
- D: “Don’t Do It!”
Time-critical activities that contribute to achieving goals. Time spent on these activities is reactive and focused on solving immediate problems.

Examples

1. Project deadlines
2. Medical emergencies – child sick at school
3. Customer complaints and requests
4. Presentation in meeting in one hour
5. Fall and hurt yourself
Things that proactively contribute to goal achievement but are not time critical. These activities help prevent crises and build competence to handle emergencies more efficiently.

Examples

1. Planning projects or assignments
2. Preparing for future events
3. Networking
4. Time with family
5. Long-term budgeting
Reactive, time-critical assignments that do not contribute to goals.

Examples
1. Routine interruptions
2. Some reports
3. Some phone calls
4. Email pop-up box
Not Urgent/Not Important

**URGENT**

**NOT URGENT**

**IMPORTANT**

A

B

**NOT IMPORTANT**

Examples

1. Surfing the internet
2. Reading junk mail
3. Some phone calls
4. Busy work

D

Not time-critical and do not contribute to important objectives.
Allocate uninterrupted time to develop your plan
Make a task action plan
Review and revise

Make plan and schedule tasks
Scheduling Tips

- Group or “chunk” similar tasks together for clarity and focus (e.g. returning calls)
- Organize tasks and appointments on one page to see at a glance what has to be done
- If you add a task to a to-do list, take something out or shift to another day to avoid overload
- Calculate how long tasks will take you to accomplish
Execute plan

- Take action based on plans and priorities
- Allows you to take charge of your time and schedule
- Acknowledges where and when time wasters occur and takes steps to eliminate them
Common Roadblocks and Challenges

- Procrastination
- Interruptions
Procrastination: Why people procrastinate

- Fear of failure
- Perfectionism
- Negative self-talk – inadequacy
- Don’t know where to start
- Unpleasant task
- Distraction – lack of focus
Procrastination Strategies

- Complete unpleasant tasks first, early in the day
- Break large jobs into smaller pieces
- Determine a time to make a decision and share the deadline with others
- Reward yourself for accomplishments
- Do something – no matter how small
Interruptions:
Common interruptions

- People stopping by to visit
- Phone calls
- Email (pop-up notification boxes)
- Office activities/events
- Hunger
- Fatigue
- Anxiety or stress
Preventing Interruptions

- Isolate yourself – close the door, put up a sign, or work in a conference room
- Don’t feel obligated to keep an “open door” when you need to focus on work
- Inform others of your workflow and availability
- Block off time for work on priorities
“It is the way we use time that matters, not how much we have.”

--Lisa Downs
Post Training Quiz
Effective Time Management

What is a benefit of effective time management?

- Decreased productivity
- Increased stress levels
- Helps to control distractions