TIME MANAGEMENT

24 HOURS AND COUNTING
TIME MANAGEMENT  24 HOURS AND COUNTING

- **How you manage time is really about the choices we make. Using time falls into two categories, using it up or using it wisely.**

- **Using it wisely requires guidelines to structure activities to determine what to do and in what sequence.**

- **There are some things we can do within our work environment that can help manage ourselves and our time.**
TIME MANAGEMENT  24 HOURS AND COUNTING

× “Time Wasters”
  + Social Media
  + Computer issues
  + Distractions
  + And...

How many minutes can you recover?
TIME MANAGEMENT  24 HOURS AND COUNTING

Eight keys to help manage your time...
1. **Choose your attitude and take initiative**

- **How can attitude affect your success or failure?**
- **Attitude at the beginning of a task will impact the outcome more than anything else.**
- **“Obstacles” are only opportunities**

“There’s only one thing more contagious than a good attitude – a bad attitude.”

John C. Maxwell, *Attitude 101*
TIME MANAGEMENT  24 HOURS AND COUNTING

2. Empower others to make it happen

- Allow others to participate or take over projects
  + Ensure they have the knowledge, skill, ability, resources
- Is there anyone you can ask for help or delegate?
- Can you reschedule or change projects?
TIME MANAGEMENT  24 HOURS AND COUNTING

3. Energy Levels and Productive Times

Know your energy levels and most productive times of the day

Schedule the difficult tasks during your high energy times

Need no interruptions? Occasionally schedule off work time such as coming in early, staying late. (consider labor laws, customer service hours etc.)

Schedule a meeting room for yourself.
4. Goal Setting

- Begin with the end in mind
- Write goals, check them often
- Make the goals achievable
- Break the goals into workable units
- Check the goals off when you reach them and celebrate!
5. Set Priorities to Avoid Crisis

Author John Carroll in his book *Effective Time Management* describes a matrix to determine activities priorities.
TIME MANAGEMENT  24 HOURS AND COUNTING

URGENCY

IMPORTANCE

C  Delegate

D  Drop

A  Do

B  Delay

Delegate

Drop

Do

Delay
**TIME MANAGEMENT  24 HOURS AND COUNTING**

- **B tasks** are important but not yet urgent. They should be your second priority after **A tasks** are complete.
- **C tasks** are urgent but not important. Don’t even look at them until **A and B tasks** are complete.
5. **Set Priorities to Avoid Crisis**

- **Schedule A tasks** into your day plan
- **If you have spare time left then do some B tasks**
- **Consider delegating C tasks and dropping D tasks altogether.**
5. Set Priorities to avoid crisis

**D tasks** (often simple or easy tasks are therefore attractive to do) should not be done at all.

On this basis **A tasks** will always get done, **B tasks** will usually get done, **C tasks** might not get done (unless they become A tasks), and **D tasks** will never get done unless they become important.
### Activity Log

- For information on Activity Logs, visit [www.mindtools.com/ls/ActivityLog](http://www.mindtools.com/ls/ActivityLog).

<table>
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<th>Date/Time</th>
<th>Activity Description</th>
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Activity Log

- For information on Activity Logs, visit [www.mindtools.com/ActivityLog](http://www.mindtools.com/ActivityLog).
- To manage your time and maximize your effectiveness, visit [http://www.mindtools.com/mtf2](http://www.mindtools.com/mtf2).

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# To Do List

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Priority
TIME MANAGEMENT  24 HOURS AND COUNTING

- Avoid future crises
- Don’t let the hour it takes to complete a report be the hour it’s due.
- Build extra time into a project’s delivery
- If the deadline can’t be made let those who are counting on the project know ASAP
- If it’s your fault, admit it. Then move to what needs to be done and work together to get there.
TIME MANAGEMENT  24 HOURS AND COUNTING

- Avoid future crises

- What part did you contribute? Did others contribute?

- What were the distractions?

- What wasted time?

- Any unresolved problems?

- What was learned? Can it be prevented next time?
TIME MANAGEMENT  24 HOURS AND COUNTING

-  6. Invest the time to get organized
-  Do you have what you need to do your job? Make lists.
-  Are you the victim of the paper or tech shuffle?

6. Invest the time to get organized

- Keep a calendar for appointments, deadlines
- Use open time to read
- Save the article not the journal
- Ask to be taken off lists, cancel subscriptions.
- Can you schedule an “organization day” for the office?
TIME MANAGEMENT  24 HOURS AND COUNTING

✗ THE DESK IS NOT A FILE
✗ PUT THINGS WITHIN REACH
✗ PUT THINGS BACK IN THE SAME PLACE.
✗ PAPERWORK–HANDLE IT ONCE
✗ THROW IT–ACT ON IT–FILE IT–FORWARD
✗ WHAT ARE YOUR TIPS?
TIME MANAGEMENT  24 HOURS AND COUNTING

**Electronic files.**

- Organize the file directory
- Keep “boiler plate” files
- Clean out old files
  - Your techniques?
7. Manage distractions

- MEETINGS

- Is it necessary?
- Make an agenda, schedule
- Stick to the schedule and times
- Who needs to attend?
- Schedule attendees for when they are needed

- And?
7. Manage distractions

- **Drop in visitors**

- Establish a time for open door

- Communicate the need for reduced interruptions

- Stand up – refrain from offering a seat

- Ask them to make an appointment

- And?
8. Identify if you have any open time segments and utilize

- Do you have any segments?
- Return low priority calls
- Send our correspondence
- Sort, read mail, journals, emails etc.

And?
Stay on top of the management of time. It will be a constant issue!

Be a

Don’t give up!
THANK YOU!!
WE’RE OUTTA HERE

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Professional Development Training
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