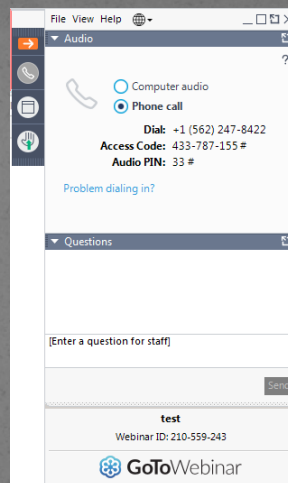


Time Management

Presented by Denise Terrell & Crystal Smith



Time Management is a thinking skill that helps to prioritize skills and complete duties in a timely fashion

- ❖ It involves accurately judging the amount of time it will take to complete a task and knowing how to stick to a schedule.
- ❖ It is the key to efficient working and allows you to work smarter, not harder.



It seems that there is never enough time in the day. But, since we all get the same 24 hours, why is it that some people achieve so much more with their time than others?

THE ANSWER LIES IN
GOOD TIME MANAGEMENT.

“Schedule the Big
Rocks, Don’t Sort
Gravel”

The Productivity Paradox

In today’s world, it’s both easier and harder
than ever to achieve extraordinary
productivity.

Attention Under Attack



The Runaround Dilemma

- Not knowing what is important makes everything seem important
- This can cause us to feel like we have to do everything that is thrown at us
- When other people see us doing every task brought to us, they expect us to do everything
- Doing everything that we are given, keeps us so busy that we do not realize what is important to us

We must learn to distinguish the difference between Important and Urgent

The first step to Time Management is knowing the difference between Urgent and Important

Urgent

- Urgent-pressing, compelling; calling for or demanding immediate action; anything characterized by urgency

Important

- Important-of much import, carrying with it serious consequences; weighty, momentous, grave and significant

EXAMPLES OF TASKS IN THE STORE OF URGENT AND IMPORTANT

Urgent

Important

Remember Urgent should not push out Important. Both need to get done.

Tips For Managing Your Time



Get An Early Start On The Task At Hand

- DO NOT procrastinate
- Don't focus on how long or how difficult the task may be-**JUST GET STARTED!**
- Remember there will be less stress when the task is finished at or before the deadline
- Getting started early leaves more time for planning, strategic thinking and getting yourself organized



Get Organized

- Being organized will save you a lot of time
- Get organized with emails, filing systems, to-do lists and de-clutter as much as possible
- Find a system that works for you and stick with it

4 "Quick Hits To Do Each Day"

1. Tidy up your work area-get rid of the "black hole" of papers. Even those who can function in chaos should put things away once they're done with them and get rid of what you don't absolutely need.
2. Establish a good routine and create a workable list. Go beyond the calendar, create and maintain a workday system that works. We all have daily, weekly and monthly tasks, structure each day to ensure that everything on your list is completed.
3. Make your space work for you. By making your space an engaging place to work, you'll relieve yourself of the panic that comes from "the messy desk".
4. Be realistic. Setting small reasonable objectives will allow you to stay on track and maintain a sense of accomplishment. Instead of vaguely telling yourself to "get a lot done" make a realistic list and GET IT DONE!

Getting and staying organized will make every task flow smoothly and will help relieve your stress

Give Yourself a Time Limit



- Designate a time frame-how long will you work on a task?
- Limit the number of projects you will work on at a time
- Limit the number of time you check your email or check your email a specific times during the day
- Group related tasks together and work on them consecutively

Setting limits will keep your mind going in the right directions for each task



Complete the Most Important Task First



- Identify which tasks are most crucial to complete (remember important vs. urgent)
- Prioritize- Put the biggest, most important tasks on the top of the list, followed by the smaller, less important tasks
- “Keep It Real” and estimate a time it will take to complete
- If you can’t complete it in a day, put it on the top of the priority list for the next day

When you finish the important tasks, the day has been successful.

Move on to the next important task!

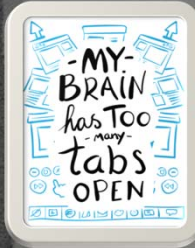
Devote Your Entire Focus to the Task at Hand

- Put away all distractions and manage your interruptions
- No distractions, no excuses, just do it
- Multitask but at a minimum. Having too many things to do takes away 100% focus on what needs to be done

Giving all of your focus to the task at hand will help you get it done efficiently



Learn To Say "No"



- People become overwhelmed when they are over committed
- Think of what you need to achieve and if you can afford to help
- Think of whether or not the new task is more important than anything on your to-do list and adjust accordingly
- Learn to decline opportunities if you cannot take them on

Remember: Be Productive, Not Busy

Delegate

- Delegation means assigning responsibly for a task to someone else. This will free up some of your time for tasks that require your expertise.
- Delegation begins by identifying tasks that others can do and require you to select the appropriate person(s) to do them.
 - When making your selection think of someone with the appropriate skills, experience, interest and drive to accomplish the task.
- Be specific as possible the details matter, but allow the person some freedom to personalize .
- Check to determine how well the person is progressing and provide any assistance. Be careful not to take over the responsibility.
- Don't forget to reward the person for a job well done or make suggestions if improvement is needed. *A sincere thank you goes a long way.*

Don't Think of the Totality of Your To-Do List

- Thinking of everything you have to do as a whole may overwhelm you
- Focus on the task at hand to keep calm and focused

TO DO LIST

<input type="checkbox"/>	Focus
<input type="checkbox"/>	on one
<input type="checkbox"/>	task
<input type="checkbox"/>	at a
<input type="checkbox"/>	time

Don't Allow Unimportant Details to Drag You Down

- You cannot always be a perfectionist
- Don't get hung up on the small details unless they are important, doing so will prolong your task
- Perfectionism can be another form of procrastination



Setting Short and Long-Term Goals

- Well-developed goals are S.M.A.R.T.
 - 1. Write your goal down
 - 2. Give it a deadline
 - 3. Break it into doable chunks
 - 4. Commit to your goal



It's Important to Make Time For Yourself



Successful time management today can result in greater personal happiness, greater accomplishments at home and at work and less stress.

Questions

