Maximizing Your Day:
Basics of Effective Time Management

Related to time management, I struggle the most with…

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The Basics of Time Management

What is time management?

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Who benefits from time management?

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How long does it take to learn time management?

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Advantages of Time Management

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_____**Start with Goals**

Make goals specific

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Set goals that have value attached

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Evaluate regularly

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Make a To-Do List

- Pick your method
- Be specific
- Keep it simple—break down large tasks

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Delegate: Get Help from Others

- Is there someone else who has the skills and knowledge to do this task?
- Will this task help someone else grow and develop his skills?
- Will this be a repetitive task?
- Do you have the time to delegate the job effectively?
- Is this a task I should delegate?

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Prioritizing

A- Urgent –

This is urgent. It needs to be done today.

This is important/high priority.

This will lose value if not done today.

This will cause problems or embarrassment if not done today.

B- Important –

Someone else is waiting for this to be completed so they can continue a larger project.

This has a deadline attached to it.

This is not urgent to do today, but it is a part of a goal that is important to me, my family, or my workplace.

C- Optional –

This is not highly important or urgent.

This has no deadline attached to it.

This is an optional activity.

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Find a System

Pomodoro Technique

It works like this:
Work for 25 minutes, then take a 3-5 minute break. Do this four times.
After you've have worked four 25 minute periods take a longer (at least15-30 minute) break.
Then begin again, 25 minutes of work/ 3-5 minute break, with a longer break every four periods.
Do this until you've completed your task or work for the day.

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Time Management Hacks

- We all have different work patterns; there are times of the day we are most productive, energetic, and focused. Identify those times and schedule accordingly—schedule your most important tasks during peak work time.

- If procrastination is a problem, do your most difficult task first.

- Complete at least one task each day, even if it's a small part of a larger project.

- Keep your workspace organized. Put things where they belong so time isn't wasted hunting for them later.

- When you're in the middle of a task and someone comes by your workspace, stand to talk. It's a nonverbal cue that you don't have time to sit and chat.

- Manage your calls by using voice mail and then setting aside time to return calls. This is another great time to stand up—you will usually keep the conversation shorter if you're standing.

- Set aside a specific time to view and respond to your e-mail. Have a system to manage your emails. On page three of your handout is an example of a way to manage emails, *The Four D Method* (delete, do, delegate, defer).

- Utilize technology; there are a multitude of file sharing options (e.g., Dropbox, Google Drive, iCloud, Box). Also, use your smart phone or tablet to keep track of tasks, appointments, deadlines and contacts.

- Learn to say "no." We can get off track because others ask us to do things and we agree without thinking about how it fits into our overall purpose. If the task doesn't fit your goals, say "no." Remember, every time you say "yes" to a request, you are saying "no" to something else. Time is yours to use so don't let someone else use it up for you.

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Meeting Management Hacks

- Set an agenda
    - Include:
        - Time and location of the meeting
        - A list of topics to be covered
        - A brief description of the meeting's objectives
        - A list of people attending
        - Who will address each topic
        - Background information participants need to know
- Start and end the meeting on time
- Keep the meeting focused
- Make the meeting succinct
- Invite the right people

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To-Do List

Goal:						
Task	**Priority (ABC)**	**Start Date**	**Due Date**	**Status**	**Complete Date**	**Notes**