

Tips for Managing Your Time



Presented by:
Associated Employers

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What We'll Cover Today:

- ▶ Time Management Principles
- ▶ Wasting Time
- ▶ Time Management Process
- ▶ Saying "No"
- ▶ Strategies To Make The Best Use Of Our Time
- ▶ Challenges

To Manage Time Is To...



- ▶ Use time effectively to achieve results.
- ▶ Understand how we spend our time. How we really spend our time.
- ▶ Use tools and processes for efficiency and productivity.

Time Management Principles

- ▶ Focus on the important tasks, not necessarily the urgent ones.
- ▶ Make conscious choices about what to do when.
- ▶ Learn to say “no.”
- ▶ Develop a personalized system for managing time.

Why Manage Your Time?

- ▶ Improves work-life balance
- ▶ Leads to increased productivity
- ▶ Lowers stress levels
- ▶ Creates more time for the important
- ▶ Develops delegation & organizational skills
- ▶ Enables goal achievement



Common Time Wasters

- ▶ Procrastination
- ▶ Unnecessary meetings
- ▶ Interruptions
- ▶ Internet surfing
- ▶ Trivial emails
- ▶ Paperwork

Did You Know?



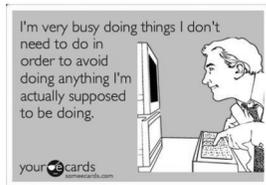
A 2014 survey found that workers spend only **45%** of their workday on their primary job duties.

What About the Other 55%?

- ▶ 14% spent on email
- ▶ 40% spent on meetings, administrative tasks and “interruptions”
- ▶ Time spent not working at work: 1.5 to 3 hours per day

Why Do We Waste Time?

- ▶ Stressed out
- ▶ Overworked
- ▶ Overwhelmed
- ▶ Exhausted
- ▶ Disorganized
- ▶ Unfocused



Time wasters = escape

Things to Keep in Mind...

- ▶ Time Management is a personalized process, that is unique for each individual.
- ▶ When done effectively, good time management should make you feel more energized, focused and balanced.
- ▶ Good time management will allow us to feel more in control of our lives, and to accomplish what we set out to do.

Remember...

Five Steps of Time Management:

- PRIORITIZING
- ANALYZING
- FILTERING
- SCHEDULING
- EXECUTING

Step 1: Prioritizing

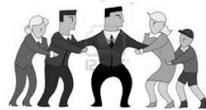
- ▶ Focus on roles and responsibilities at work and at home.
- ▶ Ask yourself, “What is most important for me to be doing at this time?”
- ▶ Devote less energy to noncritical tasks.
- ▶ Know what your work actually is and what is involved.

Step 2: Analyzing

- ▶ Look closely at where you are spending your time.
- ▶ Make an effort to analyze your days.
- ▶ Log your time for one week.
- ▶ Search for pockets of time, items to cut, time of day tasks are done, pace of work.
- ▶ Adjust scheduling and routines as needed.

Questions to Ask Yourself

- ▶ How are most of your hours spent?
- ▶ Is your schedule in balance (work, family, time for self)?
- ▶ Did anything from your log surprise you?
- ▶ Is there any time you cannot account for?
- ▶ How do you decide what to spend your time doing?



Step 3: Filtering

- ▶ Keep in mind that we cannot find more time; we have to make it by taking it away from other activities.
- ▶ Remember that the easiest option is not always the best option.
- ▶ Consider if the action is what you want or need to be doing right now—if not, say “no.”

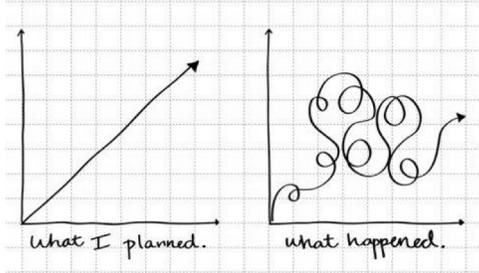
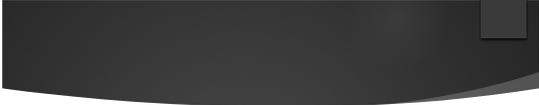
Time Management Matrix

	URGENT	NOT URGENT
IMPORTANT	<ul style="list-style-type: none">- Child sick at school- Presentation at meeting in 1 hour- Fell and hurt yourself	<ul style="list-style-type: none">- Long-range budgeting- Time with family- Continuing education
NOT IMPORTANT	<ul style="list-style-type: none">- Colleague showing you vacation photos- E-mail pop-up box- Department meeting in 10 minutes	<ul style="list-style-type: none">- Surfing Internet- Checking sports scores- Responding to text messages

Step 4: Scheduling

- ▶ Involves creating a plan of action for your days, weeks, and months
- ▶ Makes use of organizational tools: planner, PDA, scheduling software, lists
- ▶ Assists with focus on important tasks and responsibilities aligned with priorities
- ▶ Allows for flexibility as needs change





Scheduling Steps

- Visualize how your day/week will go and what will be accomplished.
- Do your planning at the same time every day to form the habit.
- Decide for what period of time you will schedule—daily, weekly, or whatever is appropriate.
- Review uncompleted items, projects, and goals.

Scheduling Steps (cont'd)

- Review appointments.
- Prioritize tasks using ABCs (A = most important, B = middle importance, C = least important).
- Block off time on particular dates for major activities, using your priorities as a guide.
- Check off items as they are completed for clarity and a sense of accomplishment.



Scheduling Tips

- ▶ Record to-do items in one reliable location
- ▶ Overestimate how long tasks will take. Allow for interruptions and unexpected urgencies
- ▶ Keep things in perspective
- ▶ Find a format that works for you and one that allows for flexibility

Scheduling Tips

TO DO LIST:

- ☐ STUFF I NEED TO DO
- ☐ STUFF I WANT TO DO
- ☐ STUFF I SHOULD DO
- ☐ MORE STUFF
- ☐ EXTRA STUFF
- ☐ BONUS STUFF
- ☐ TOO MUCH STUFF!

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- ▶ Group similar tasks together for clarity and focus (e.g., returning calls or responding to emails).
- ▶ 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 to avoid overload.
- ▶ Calculate how long tasks will take you to accomplish.

Scheduling Tips (cont'd)

- ▶ Make sure important tasks get done first.
- ▶ Break large tasks down into pieces.
- ▶ Schedule for long term and short term.
- ▶ Build in breaks for yourself.
- ▶ Be ready to “let it go” if necessary; not all days will go according to plan.

Step 5: Executing

- ▶ Self Management - “Just Say NO”
- ▶ Time to Complete Tasks
- ▶ Meeting Deadlines
- ▶ Multitasking
- ▶ Avoiding Pitfalls:
 - Procrastination
 - Interruptions
 - Distractions



Self-Management

- ▶ Time cannot be saved or stored.
- ▶ We must manage ourselves in relation to time.
- ▶ It is the way we use time that matters, not how much we have.
- ▶ Bad habits need to be changed to better control our use of time.



Saying “No”

- ▶ Stick to your plan.
- ▶ When someone persists, repeat your position in a slightly different way.
- ▶ Be sure to understand what’s asked of you before responding.
- ▶ Remember, you have a right to say “no.”
- ▶ Be polite, but firm.



Why You Need To Say “No”

It’s important to say “no” when:

- ▶ Meetings are ineffective or unnecessary
- ▶ New projects are misaligned with goals or resources
- ▶ Tasks are a waste of time; look for alternative actions
- ▶ You are not the right person for the task
- ▶ You need to focus on something else now

How To Say No

- ▶ Know what you want
- ▶ Be appreciative
- ▶ No to the request, not the person
- ▶ Explain why
- ▶ Be as resolute as they are pushy
- ▶ Practice
- ▶ Establish a pre-emptive “No”
- ▶ Be prepared to miss out on something
- ▶ Gather your courage

Saying “No” to Your Boss

- ▶ Remind your supervisor of other projects you have; ask for help with prioritizing.
- ▶ Point out that although you might be able to do everything, it may not be up to usual standards.
- ▶ Provide suggestions or alternatives to solve the problem or issue. ALWAYS bring a solution.



Calculating Task Time



- ▶ For one week, note in your planning system how long you *think* it will take to do a task.
- ▶ Then log the *actual* time it took to complete the same task.
- ▶ Compare the estimates to the actual time – is there a pattern? Are the gaps off by the same amount?
- ▶ Use the time estimates to block out time as accurately as possible.

Common Hidden Time Costs

- ▶ Interruptions
- ▶ Set up and tear down time for presentations, displays, etc.
- ▶ Travel time
- ▶ Unexpected problems
- ▶ Personal time – eating, breaks, restroom, etc.
- ▶ Time to think



Strategies: Tasks

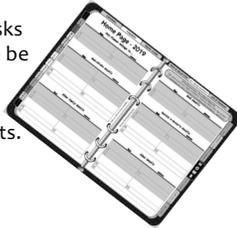
- ▶ Complete unpleasant tasks first, early in the day.
- ▶ Break large jobs into smaller pieces.
- ▶ Determine a time to make a decision and share the deadline with others.
- ▶ Reward yourself for accomplishments.
- ▶ Do something—no matter how small.



Meeting Deadlines

To schedule time for large projects:

- ▶ Work backwards on milestone tasks from the deadline (what needs to be done 1 week out, 2 weeks out, 1 month out, etc.)
- ▶ Schedule work in smaller segments.
- ▶ Block out 1–2 hours of work time (“blocks”) on your calendar.
- ▶ Minimize distractions.



Multitasking



- ▶ Adults are able to do a variety of tasks any given day; however, we can only do *one* thing very well at one time.
- ▶ Focus for just 15 minutes on *only one* task at a time to boost productivity.
- ▶ Gradually increase the time you focus on one task to 30, 45, and then to 60 minutes, and watch your productivity rise.

Why People Procrastinate



- ▶ Fear of failure
- ▶ Perfectionism
- ▶ Negative self-talk, knowing or thinking) that you aren't very good at that
- ▶ Don't know where to start
- ▶ Unpleasant task
- ▶ Distraction—lack of focus



Kicking the Habit

“There’s plenty of time.”

New Phrase: “Time will fly by, so I need to plan effectively.”

“Time always seems to get away from me.”

New Phrase: “I am in control of my time and schedule.”

“I’m not sure how to do everything, so I’ll wait.”

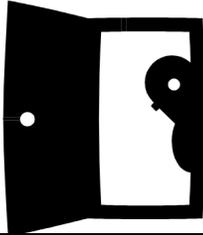
New Phrase: “I’ll start on this project now and see how far I get before I have to ask questions.”

Strategies: Environment

- ▶ Clean up any clutter in your work area
- ▶ Remove food, magazines, and other distractions from the work space
- ▶ Tell your co-workers you need to be undisturbed for the block of time you are working.
- ▶ Put a reminder to focus where you will see it.

Common Distractions

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



Preventing Interruptions



- ▶ Detach
- ▶ Establish availability
- ▶ Change locations
- ▶ Move commonly accessed files
- ▶ Use time blocks

Tips for “Walk-Ins”

- ▶ Suggest an alternate time
- ▶ Ask to keep it brief
- ▶ Stand up
- ▶ Remove extra chairs
- ▶ Ask your staff to start a list
- ▶ Ask the storyteller to “sum it up”
- ▶ Are they proposing a solution?



Handling Distractions

- ▶ Focus on goals
- ▶ Let calls go to voice mail
- ▶ Turn off email pop-ups
- ▶ Clear the clutter off your desk
- ▶ Use headphones to block out noise
- ▶ “Do Not Disturb” hanger
- ▶ Avoid “Not Important-Not Urgent” hooks



As a Result of Today...

I commit to engaging in the following three behaviors to improve my time management:

- A. _____
- B. _____
- C. _____

Questions?

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Thank you!