Time Management

Center for Innovative Teaching and Technology
Training Agenda

- Clarify values and priorities
- Assess how your time is spent
- Goal Setting
- Combat procrastination
- Tips for time management

Lost time is never found again.
-Benjamin Franklin
After completing this workshop presentation, you will be able to:

- Achieve better results through effective planning and clarifying objectives
- Spend more time working toward your high-value goals
- Refuse unreasonable requests
- Keep things in perspective
- Gain a balance between professional goals and personal time
- Set goals and prioritize them to determine if activities are goal-directed
- Manage resources more efficiently
“If I only had a few more hours in the day!”
How many times have you said this before?

Managing your time wisely will
- Give you control of your life
- Increase productivity
- Relieve your feelings of being overwhelmed
- Reduce stress
In this presentation, you will learn a variety of strategies to improve your time management, and focus your time and energy on activities that you value.
In sync with your values

Time Management must support your values and priorities

• Your best option for time management is to utilize the process of values clarification to decide what is important to you to spend time on.

• Decide what is most worthwhile or desirable to you.

• Knowing what you hold dear gives your life direction.

• Focus the majority of time and energy on these values.

• Look to your values and priorities to help you choose from alternatives.
Activity: Looking back - Identify your values

Close your eyes, take a few deep breaths, and relax. Imagine yourself in a favorite place where you can take a few minutes to think. The time is many years from now. You have lived a long and full life. Reflect upon your life from this mature vantage point. What did you most enjoy experiencing and doing? What did you most appreciate accomplishing? What did you feel the most thankful for? Write down your answers.
Activity: Identify highest priorities

Return to your relaxed position and imagine yourself again in your favorite place. This time, you are still your current age. You have just learned that you have a rare illness that has no symptoms but will kill you in six months. Given only half a year to live, what do you want to experience, do, accomplish, and have? Write down your answers.
1. Compare your answers from Activity 1 and Activity 2.
2. Are they the same or different?
3. Combine your lists.
4. Order your values from the most to the least important to you
5. This is your list of values and priorities...keep it handy, you will continue to work with them.
Assess How Your Time is Spent
Employ thy time well if thou meanest to get leisure.
- Benjamin Franklin

- Next you must develop an awareness of how and where you spend your time.
- Most people tend to grossly underestimate how long it takes them to do things.
- Most people forget about unplanned or little activities that pop up throughout the day.

Activity:
Create a Time Awareness Chart, and write down how you think you spend your time during a typical week.
Learn where your time is spent:

Once an hour during your waking hours, record all the activities you did and how long you were engaged in each specific activity. Be sure to list interruptions and who or what interrupted you.
Evaluating your time log:

- Which of the activities on your time log are in line with your values and priorities? Mark them with a check.
- Which of the activities on your time log are not in line with your values and priorities? Circle them.
- Are there any values or priorities being violated? Engaging in activities contrary to your value system can be stressful. Mark these activities with an X.
- Are some of your values and goals being neglected? Time needs to be allocated to these values and priorities to bring balance to your life.
Willingness to change

- What and how would you be willing to change your behavior to be consistent with your values and priorities?

- How can you include the values you neglected?

- What changes will you make to spend less (or no) time on activities that are incongruent with your values and priorities?
Activity:
Honoring your values and priorities

Take a few moments to write down the changes you will make.

It is unlikely that you will do activities every day that reflect each of your values and priorities, but you can integrate all of your values and priorities into activities that you plan on a weekly or monthly basis.
Consider this...

- Start with a bucket, some big rocks enough to fill it, some small stones, some sand and water.
- Put the big rocks in the bucket - is it full?
- Put the small stones in around the big rocks - is it full?
- Put the sand in and give it a shake - is it full?
- Put the water in. Now it's full.
- The point is: unless you put the big rocks in first, you won't get them in at all.

- In other words: Plan time-slots for your big issues before anything else, or the inevitable sand and water issues will fill up your days and you won't fit the big issues in (a big issue doesn't necessarily have to be a work task - it could be your child's sports-day, or a holiday).
Designing effective goals

Ask yourself these questions when designing a goal:

1. Is this a goal I want to devote time and energy to accomplish? Is it a dream or are you willing to sacrifice and work for it?

2. Is this goal consistent with my highest values/priorities? Make sure that it fits it with what is truly important to you.

3. Is this goal achievable? Is it specific? measurable? Do you have the resources for it?

4. Is the goal positive? Will it move you forward?

5. Are the goals in balance? Are your goals involved with different aspects of your life? Or narrowly focused?
Writing an effective goal statement

- You have to know where you are going before you know what to do to get there.
- Use the five questions from the previous slide when constructing a goal.
- Write it down.

Example:

**Health:** eat healthier, lose weight, exercise more

- **Long term goal:** maintain weight loss and lower cholesterol scores; maintain exercise of four times per week; begin weight lifting
- **Medium term goal:** increase exercise to four times per week; lose 20 lbs.; begin yoga
- **Short term goal:** walk two miles, three times per week; cut calorie consumption to 1500 per day; limit carbs, increase fruit/vegetable intake; lose 10 lbs
Setting Goals

Activity:
Review your list of values/priorities.
Write one or more specific goals for each of your priorities.
• Long-term goals will take you five or more years to accomplish.
• Medium-term goals will take you between one and five years to reach.
• Short-term goals can be achieved within one year.
An effective action plan includes:

- A well-designed goal
- A description of all the resources you will need and how you will access them
- A list of steps, detailed and in order, that you must take
- How you will monitor your progress (a timeline, monetary amount, etc.)
- The most likely reasons you will procrastinate and how you will deal with this
- What rewards you will use to motivate yourself, and when you will receive them
1. Start with a list of “things to accomplish” – what you want to complete by the end of your week
2. Start the list with a “to do” for each day. Put it on paper
3. Each morning refine your list
4. Prioritize your list with an A for the most important, B for the next level of importance, and C for the least important
5. Prioritize your A’s, B’s, and C’s
6. Pick the time of day you want or need to work on an activity – allot time per activity
7. Don’t schedule every minute of the day
8. Schedule the most difficult task for your most productive time of the day – do it first!
9. Set aside some time to think and relax
Handling interruptions

• Intercept interrupters before they get into your office – talk to them as you slowly walk away from your office (to the bathroom, mailroom, etc.)

• If they want to meet, go to their office – you can leave when you want!

• Explain you are busy on a priority task, you want to give them the time they deserve, you’ll get with them later

• Have something on each chair in your office – they can’t sit down

• Stand up when they come in – remain standing and glance at the clock
Minimize telephone interruptions

- Do easy jobs while on the phone – sign papers, read if you are waiting, organize your desk and papers, open mail

- Develop a plan for screening and delegating calls – train people how to answer the phone

- Don’t interrupt someone else with an unimportant phone call simply because you want to talk

- Return all your calls at one time

- Analyze the times when most calls come in – is there a trend?
Controlling paperwork

• Don’t let it get on your desk – go through mail, tossing junk mail, and organizing the rest

• If possible, handle a piece of paper only once – if you can’t complete action required, do at least part of it

• Read you mail with a pencil in hand

• Have file folders ready to organize
Procrastination

- Stop worrying – just do it!
- Start small
- Count the cost of not doing
- Look for hidden rewards and payoffs you may be receiving for procrastinating
- Confront negative beliefs
- Take responsibility for your action/inaction
- Tie a distasteful activity to one you enjoy
- Reward yourself
Activity:
What activity are you avoiding?

1. Compare it with the list of priorities and values. Does it violate one of these?

2. If it is a value, perhaps you need to re-examine if it is truly a value.

3. What tips can you use from the previous slide to stop procrastinating?

4. Write it down.
Brainstorm for more tips

Activity:
In groups, brainstorm for ideas on how to save time in the:

- Office
- Home
- While traveling
- In meetings
- Other
Time Management: MindTools
http://www.mindtools.com/pages/main/newMN_HTE.htm

Personal Time Management Guide
http://www.time-management-guide.com/

http://en.wikipedia.org/wiki/Time_management