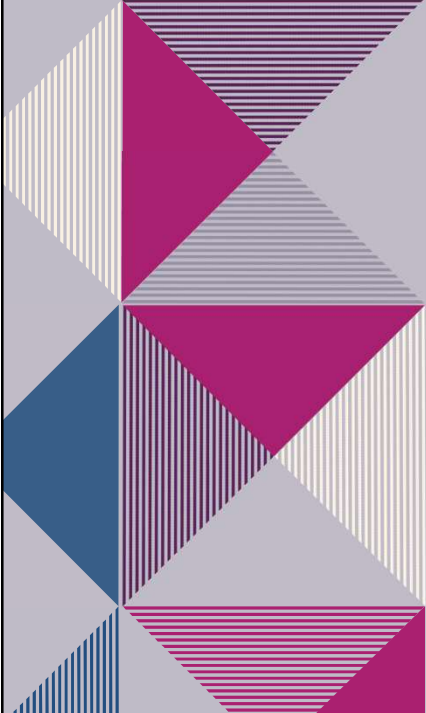




1



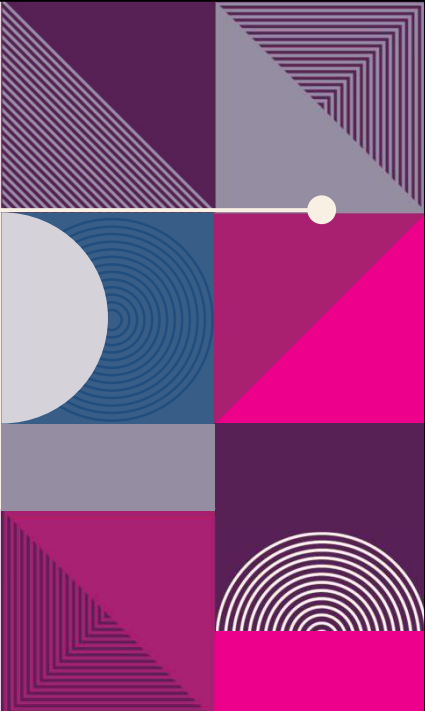
2



WHAT IS TIME MANAGEMENT?

- Time myth
 - Time is money, the cycle of life
- Time is different in different cultures
- Personal conception of time
- Life priorities
- Planning or reacting
- Time wasters

3



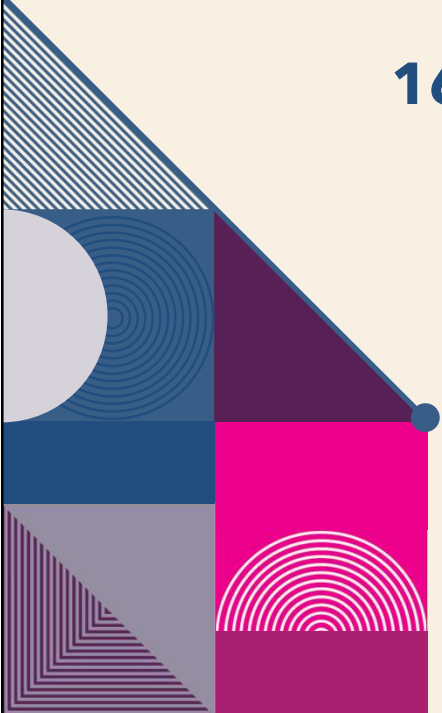
TIME MANAGEMENT = SELF-MANAGEMENT

You do not manage time

You Manage:

- Yourself
- Others (kids, family, co-workers)
- Work

4



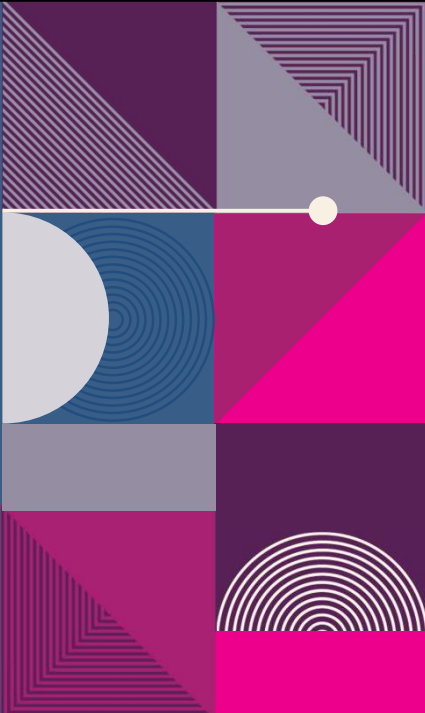
168 HOURS

Each week has 168 hours
24 hours per day X 7 days per week

Analyze how much time you spend in an average week on:

- Sleep
- Meals
- Chores
- Exercise (movement)
- Transportation
- Work
- Family responsibilities

5



24 HOURS IN THE DAY

- Sleep = 8 hours
- Meals = 3 hours
- Shower/getting ready = 1 hour
- Transportation = 1 hour
- Work = 7 hours
- Chores = 0 hours
- Exercise = 2 hours

- **Total = 22 hours**

6

STEPHEN COVEY'S *FIRST THINGS FIRST*

Important

Non-Important

Urgent

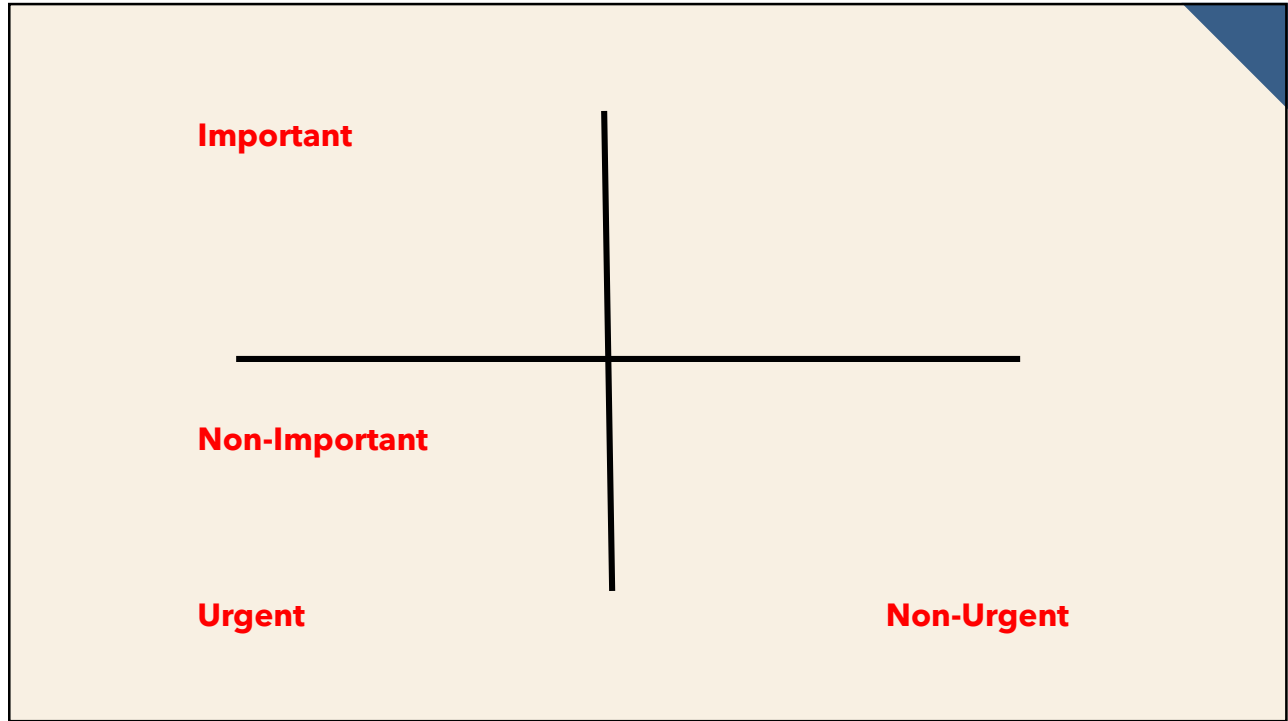
Non-Urgent

7

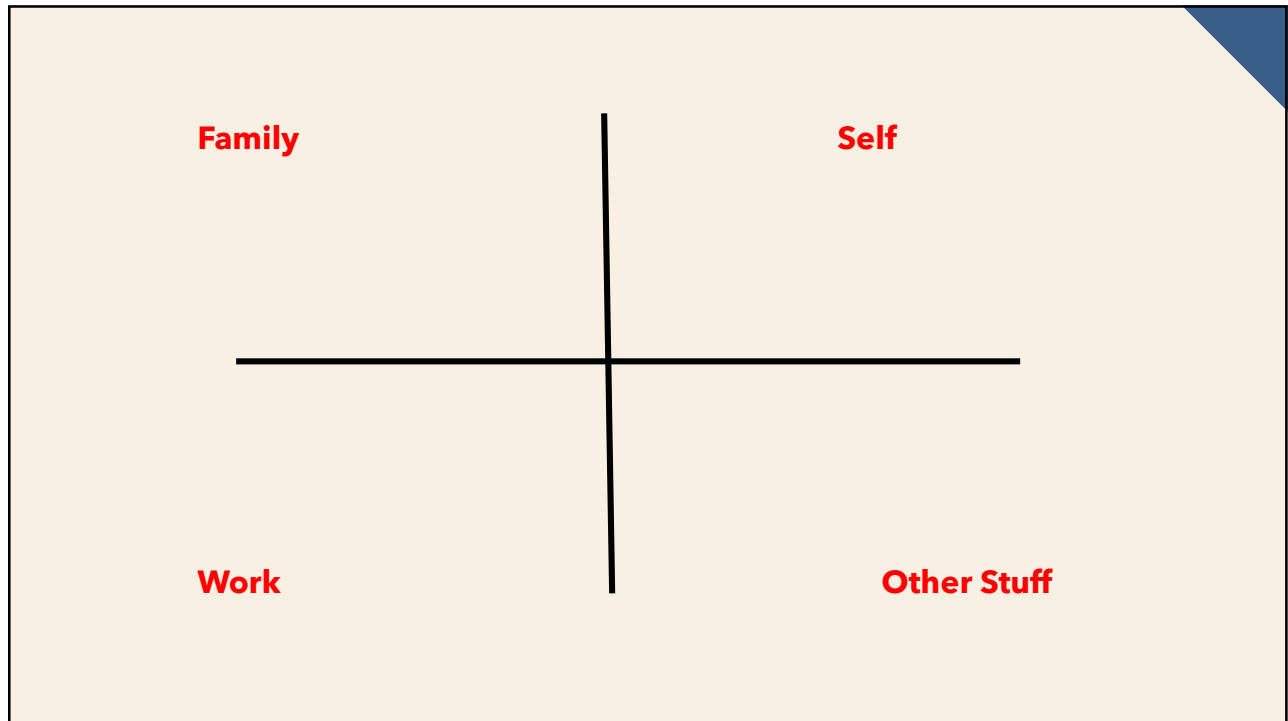
STEPHEN COVEY'S *FIRST THINGS FIRST*

- Important and Urgent
 - Daily fires
 - Drain energy
 - Adrenaline rush
 - Lack of accomplishment
- Non-Important and Urgent
 - Take focus from goals
 - Distractions
 - Other people's fires
- Important and Non-Urgent
 - Where we want to spend our time
 - Closer to goals
 - Exercise, planning, visioning
 - Usually on back burner
- Non-Important and Non-Urgent
 - Time wasters
 - Meetings, emails, phone calls
 - Stay far, far away

8



9



10

THE 4 DS OF TIME MANAGEMENT

1. Do
2. Defer (delay)
3. Delegate
4. Delete (drop)

11

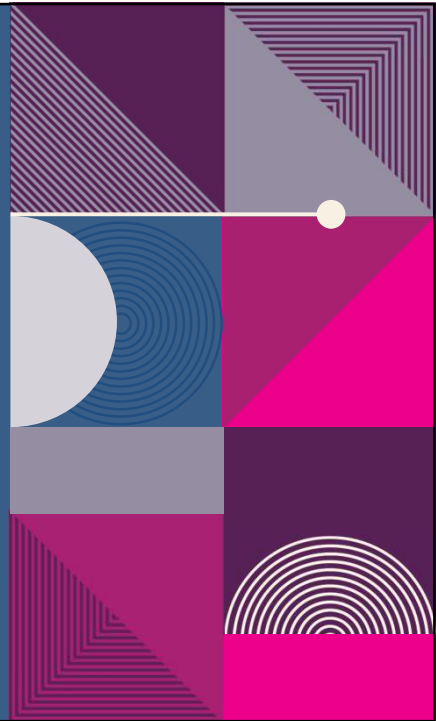
The 4 Ds of Time Management		
Category	Action	Examples
Do	Work on tasks that only take a few minutes to complete. Quickly accomplishing a series of smaller tasks builds momentum for working on larger projects.	<ul style="list-style-type: none"> • Answering an email • Returning a phone call • Printing a report
Defer (Delay)	Temporarily pause a task that doesn't need to be handled right away, and schedule when you have the availability.	<ul style="list-style-type: none"> • New request from a colleague • New project idea
Delegate	Reassign an essential task to someone else.	<ul style="list-style-type: none"> • Weigh tasks that benefit from your specific expertise vs. those tasks that deliver the same outcome regardless of who is doing it
Delete (Drop)	Remove unnecessary tasks from your schedule and move on.	<ul style="list-style-type: none"> • Unproductive meetings • Unnecessary email

ProductPlan

12

THE ART OF DELEGATION

Delegation is the assignment of responsibility to another person for the purpose of carrying out specific job-related activities. Delegation is a shift of decision-making authority from one organizational level to another.




13

GIVE YOURSELF A BREAK



14



STEPS TO EFFECTIVE DELEGATION

- I - Introduce the task
- D- Demonstrate clearly what needs to be done
- E - Ensure understanding
- A - Allocate authority, information and resources
- L - Let go
- S - Support and Monitor

15

BOUNDARIES: PROFESSIONAL & PERSONAL

- What boundaries do you have?
- What are your non-negotiables?
- How do you communicate that information?



16

NO, NO, NO & NO



17

TIME MANAGEMENT: REST IS EMPOWERMENT

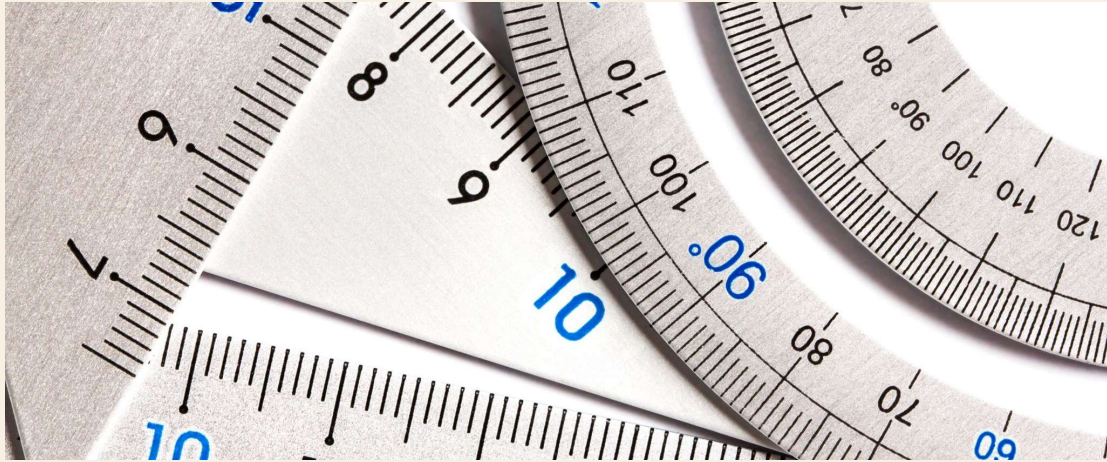
Rest is essential to recovery and the regeneration of energy

Rest is a key component of emotional and physical health

Rest assists with self-reflection

18

20-MINUTE RULE



19

TIME MANAGEMENT: MOTIVATIONAL THEORY TIPS AND TOOLS

1. **Commitment**—if you can't commit to devoting time to a task, don't put it in your schedule. Only schedule tasks you WILL do. Be brutally realistic, not idealistic, when making your schedule. Creating a schedule you can't actually keep is setting yourself up for frustration. If you don't actually stick to your schedule, it will soon become useless.
2. **One thing at a time**—Current research shows us that multi-tasking is a myth. In actuality, we are switching back and forth between tasks. With each switch, we pay a cognitive cost and a time cost: It takes time to get mentally back into the task, thus making us less efficient. When switching, we lose the depth of our engagement and absorption.
3. **Block out time**—Devote chunks of time to wellness on a regular basis. Make it part of your schedule, your routine. Estimate how many hours per week you want to devote to self-care. Set aside this many hours and get it done.
4. **First Things First**—if you can do so, schedule the things that are most important to you first thing in the day, or at the first available time slot. Anything that gets scheduled later in the day has a greater chance of getting interrupted, put off, and never gotten to.

20

TIME MANAGEMENT: MOTIVATIONAL THEORY TIPS AND TOOLS

5. **Routine**—Good habits make your life easier. With good habits in place, you don't have to make as many hard decisions. Thus, you are less likely to make unproductive ones, such as talking yourself out of doing what you had planned.
6. **Flexibility**—How do you incorporate flexibility into your schedule? Don't schedule every hour of the day; leave empty time slots and schedule in recreation time. When things come up, and you are deciding whether to diverge from your established schedule, survey future hours and days to see where you can make up lost time. Switch blocks of time so that your schedule reflects your new commitments.
7. **Respond vs. react**—In the moment of decision-making, when faced with a decision or an impulse to diverge from your schedule, don't just react; RESPOND. Pause and take a moment to think. Remember what's most important to you and do what will help you get it.
8. **Organize your environment**—both physical and social—for success, for support, and be creative.
9. **Pursue fun with a vengeance**—Make time for enjoyable, rejuvenating, and satisfying activities like organizations, sports, and entertainment. Organize your obligations around commitments to fun.

21

DECISION FATIGUE

Symptoms of decision fatigue

Become reckless

Act impulsively instead of taking the time to think through the consequences of your decisions

Choose the status quo

Cause you to stay inside your comfort bubble and resist the idea of a change

Stuck with analysis paralysis

Chase a perfect solution instead of making the best decision under the given circumstances

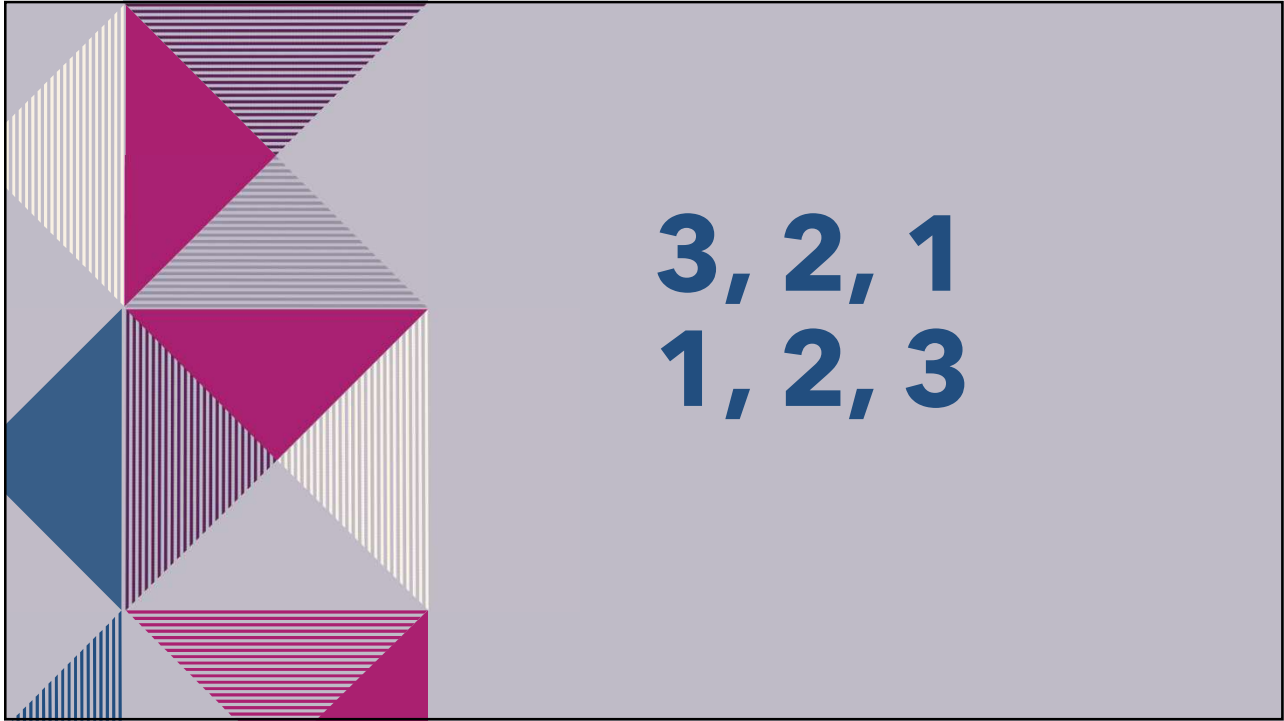
React aggressively

Your brain's regulatory power weakens causing you to lose control over your emotions

Too many options

Too many choices can tax your mind leaving less energy for making further decisions

22



23



24