



Effective Time Management

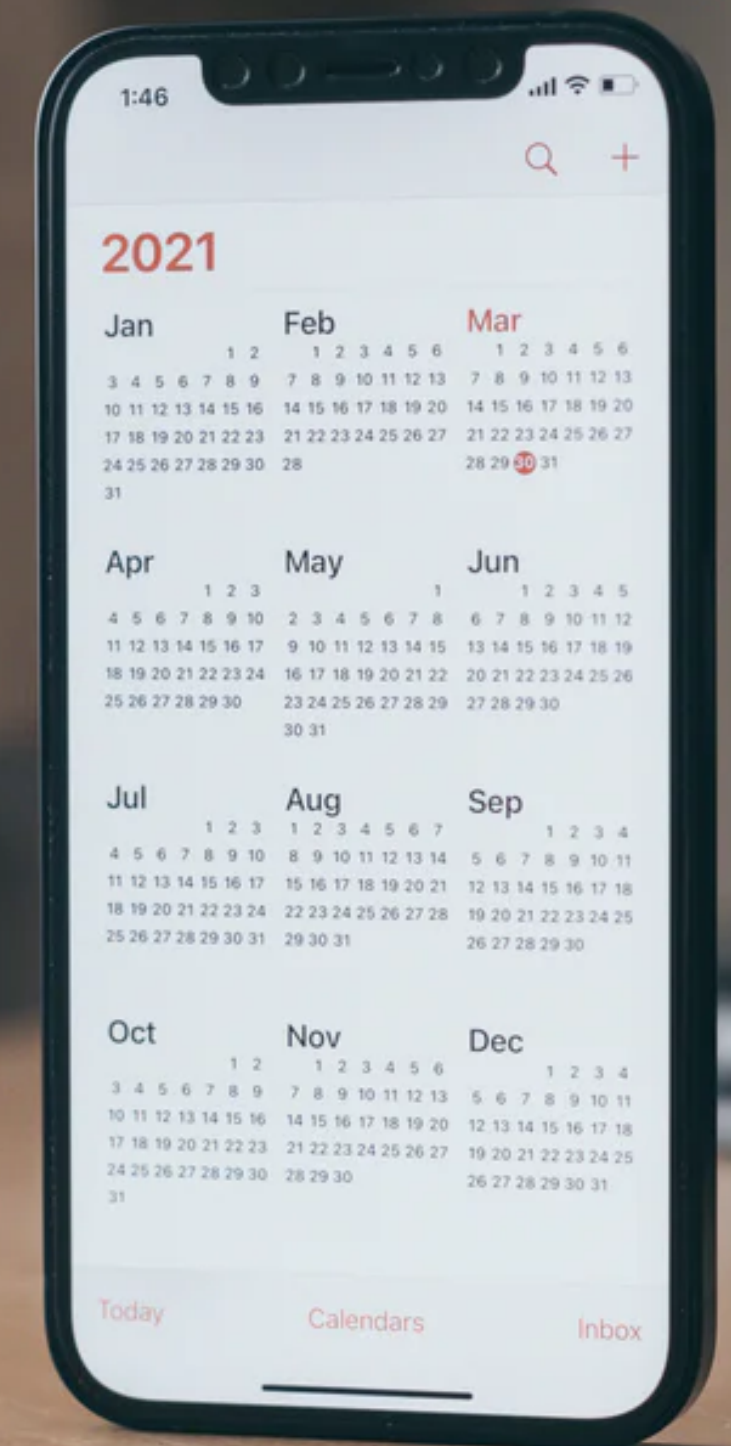


What would you do with more **time**?

How would you fill it?

If your answer is more of the same - more projects, email, interruptions, requests from others - then that's like saying the solution to your cluttered garage is a second garage to fill up.

**Time management
is the process of
organizing and
managing your
time and energy.**



Learning Objectives

Understand the need for and
benefits of time management skills

Identify goal setting and scheduling
tips for better management

Learn how to prioritize tasks and
optimize time

Describe the Franklin Covey Time
Management Matrix

Avoid burnout and achieve better
balance



Everyone needs time management

Better Focus

Less Stress

Work Less with Better Results

Increased Productivity

Better Balance + Less Burnout

Less Distraction

Increased Energy

Time to Think & Strategize



Know the Signs

Poor punctuality
Constantly rushed
Decreased quality of work
Missed deadlines
Inability to set and meet goals
Procrastination
Easily distracted
Overextension
Multitasking
Unhealthy habits
Burnout

Goal Setting & Scheduling

Set **SMART** goals.

List your primary goals for the
day or the week.

*Plan your day and week around your three
to five most important activities.*



SPECIFIC



MEASURABLE



ACHIEVABLE



REALISTIC



TIMELY



Work on the **most important** things first.

- Prioritize your workload based on the necessary tasks.
- Identify your your biggest priorities for the day, week, etc.
- Plan your day the night before and make it a daily habit.
- Schedule your daily plan. Block time to accomplish your tasks.
- "Bookend" difficult or unpleasant tasks with those you enjoy.

Prioritization and Optimization

To do:



Wake up



Make coffee



Drink coffee

Make

more coffee

To Do or Not To Do

- Does each task contribute to accomplishing your **goals**?
- Does it **really** need to be done?
- Does it need to be done by **you**?
- Is there enough time blocked for each necessary task?

- Is this task vital to your vision of success?
- Is this a "must have" or a "nice to have?"
- What happens if it doesn't get done?

Franklin Covey Time Management Matrix

Important

Not Important

Urgent

Not Urgent

Necessity

- Deadlines for high-impact goals
- Pressing problems
- Last-minute tasks to clear roadblocks for boss, peers or clients
- Crises

Effectiveness

- Planning for high-impact goals
- Process improvements
- Coaching & feedback
- Strategy building
- Creativity & Innovation

Distraction

- Irrelevant meetings
- Low-impact objectives
- Responding to low-priority questions, requests & emails
- Tasks others can do

Waste

- Aimless email checking
- Busywork
- Reports nobody reads
- Procrastination
- Escape activities

Break down tasks into **achievable** steps.

- Plan ahead and make a list.
- Focus on results and look for the simplest way to achieve them.
- Breaking tasks into steps helps estimate the time needed to accomplish the task.
- Track your time and adjust accordingly.
- Set a time limit on activities.
- Take breaks.



Limit Detractors and Interruptions



- Set rules of engagement
- Avoid distractions by setting "do not disturb"
- Say "no" (nicely) to unnecessary tasks
- Delegate where appropriate
- Manage expectations through communication
- Identify and eliminate busywork
- Limit procrastination
- Build in breaks
- Set guidelines for responding

Schedule Planning

Once your task list is **prioritized** and aligned with your **goals**, estimate how long you expect each task will take to complete.

Block time in your schedule each day and week to allow time for each task, including time for **breaks** and **reviews**.

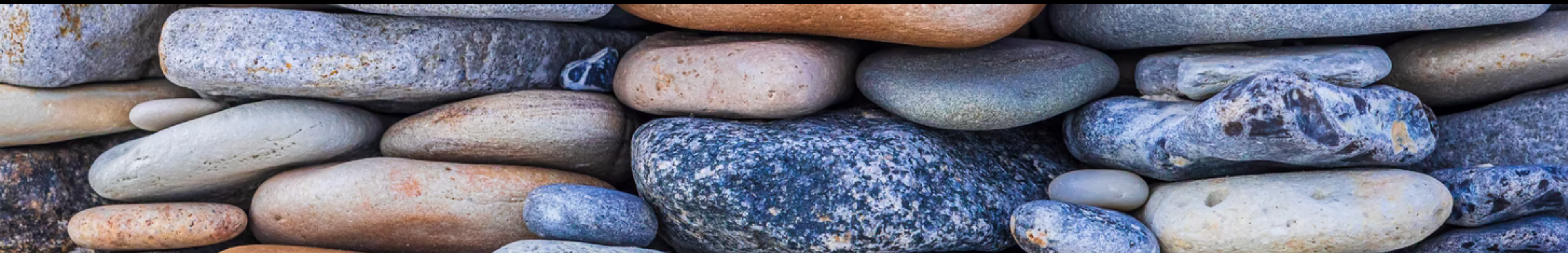


30 minutes per **week**: establish goals and schedule important tasks.

10 minutes per **day**: mark tasks complete and adjust your calendar.

Change your Mindset

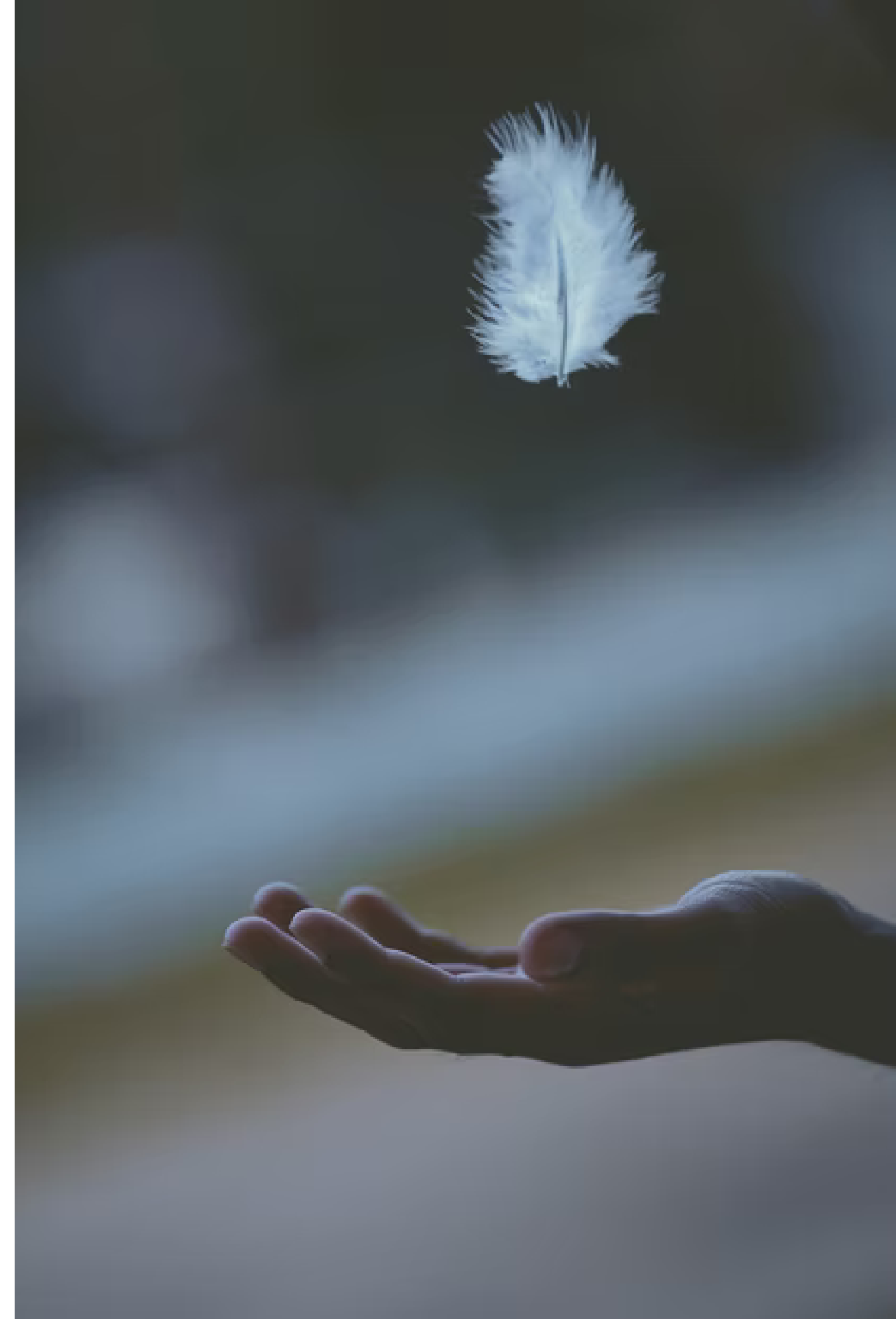
Too often, busy people put their own **physical** and **emotional needs** and professional **development** goals last on their to-do list.



Reinvigorate your **attitude** and **creative** juices by stepping away from your desk to give your brain time and space to **recharge**.

If you're constantly giving energy to your job without replenishing it, you'll end up depleted - and ineffective.

Pay attention to how your sleep, exercise, stress levels and eating habits affect your energy level and your **mood**.





Make your **well-being and
development one of your top
priorities.**

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