Maximizing Your Day: Effective Time Management

Learning Objectives

- Explain the time management process
- Provide characteristics of effective time managers
- Discuss the importance of prioritizing important events
- Explore the role of delegation and communication with others

Quote

“I was put on this earth to accomplish a certain number of things. I’m so far behind, I will never die.”

~ Calvin from “Calvin and Hobbes”
Time Management

A set of principles, practices, skills, tools, and systems working together to help you get more value out of your time with the aim of improving the quality of your life.

The Management Process

- Plan
  - Specify goals
- Organize
  - Activities to achieve your goals
- Staff
  - Ask for help, delegate tasks, take advantage of supportive programs
- Direct
  - Positive reinforcement
  - Reward yourself
- Evaluate
  - Monitor your attitude and behavior
  - Track your accomplishments

Effective Time Managers

- Plan for the unplanned
- Follow a schedule that can adapt to changes
- Get the important things done
- Are productive
- Can juggle several activities
- Have their short and long-term goals in mind
- May keep a daily, weekly, and monthly schedule
Poll

My biggest issue with time management is…
A. Planning
B. Following a schedule
C. Prioritizing
D. Multi-tasking
E. All of the above
F. None of the above

Quote

“Time is the scarcest resource; unless it is managed, nothing else can be managed.”

~ Peter Drucker

Key Performance Activities

- Improving communication
- Better planning and organizing
- Better self-care
- Seizing new opportunities
- Personal development
- Empowerment
Key Performance Activities Exercise

• What is the one activity that if you were to do it superbly well and consistently, it would have significant positive results in your personal life?

• What is the one activity that if you were to do it superbly well and consistently, it would have significant positive results in your professional/work life?

Peak Performance Times

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Stephen Covey’s Time Management Matrix

<table>
<thead>
<tr>
<th>IMPORTANT</th>
<th>NOT IMPORTANT</th>
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<tbody>
<tr>
<td>URGENT</td>
<td>NOT URGENT</td>
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<tr>
<td>- crises</td>
<td>- interruptions, some phone calls</td>
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<td>- pressing problems</td>
<td>- phone calls</td>
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<td>- difficult conversations</td>
<td>- some meetings</td>
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<td>- meetings</td>
<td>- business meetings</td>
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<td>- pressing matters</td>
<td>- pressing matters</td>
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<td>- major projects, meetings, preparations</td>
<td>- projects, meetings, preparations</td>
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<tr>
<td>- preparation</td>
<td>- interruptions, some phone calls</td>
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<td>- preparation</td>
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<td>- major projects, meetings, preparations</td>
<td>- projects, meetings, preparations</td>
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- crises, busy work
- some phone calls
- time waster
- “except”, task live
- unimportant and non-value adding
<table>
<thead>
<tr>
<th>Parkinson's Law</th>
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<td>“Work tends to expand to fill the time available for its accomplishment.”</td>
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<thead>
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<th>Murphy's Second Law</th>
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<td>“Everything takes longer than you think it will.”</td>
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<th>Effective Delegation</th>
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<td>• Is the art of getting someone else to do something</td>
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<td>• Is a crucial aspect of time management</td>
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<td>• Helps us to maximize efficiency, develop collaborative relationships, and focus on priorities</td>
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Achieving Balance Through Delegation

Delegation for work and play

Delegation for home

Effective Delegation at Work

- Determine tasks

- Choose the right person
  - Request; don’t order
  - Give clear expectations and outcomes
  - Provide proper tools and training
  - Give sincere recognition

- Accept that it may be done differently

Why We Don’t Delegate to Employees

- Uncomfortable asking others
- Caught up in routine
- Can do task better and faster alone
- Want to do job ourselves
- Too busy/poor planning
- Fear that others will make mistakes
- Fear of change
**Poll**

If you are unable to delegate some of the responsibilities you currently handle, what do you feel is the main reason from the ones we discussed previously?

- A. Uncomfortable asking others
- B. Caught up in routine
- C. Can do task better and faster alone
- D. Want to do job ourselves
- E. Too busy/poor planning
- F. Fear that others will make mistakes
- G. Fear of change

**Effective Delegation at Home**

Strategies for Home: Getting Chores Done

- Call a family meeting
- Combine Tasks
- Rotate which tasks get completed
- Use incentives
- Use natural consequences
- Lower your standards
- Use the ‘ten-minute’ system
- Consider hiring a cleaning service

**Effective Delegation at Home Cont.**

Strategies for Work and Play

- Use discretionary time
- Set limits
- Communicate your needs
- Get support
- Be supportive
Action Plan

1. Which current strategies are working well?
2. Which strategies need to change?
3. What resources can I draw from?
4. What are three things that I can do immediately to increase my sense of time management?

Communication Channels

• Consider the complexity of the issue to be discussed
• Understand the communication preferences of others in addition to your own
• Examine the impact on the relational aspects and the need to convey information clearly

Quote

Time is money. You wouldn’t allow someone unlimited access to your wallet, then why to your time?

~ Benjamin Franklin
Resources

Contact your EAP
or
Work-Life Program
for
Assistance

Thanks for Joining Us!

Questions?

Works Cited


