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Are you Spinning too Many Plates? How to Effectively Manage Your Time

Objectives

- Recognize the top ten time management mistakes.
- Describe the nine aspects of your lives that affect your use of time.
- Review the four quadrants of time management.
- Discuss strategies for effective time management.

Time Warp: How other cultures think of time...

- *“Think of many things. Do one.”* Portuguese proverb
- *“There is no hand to catch time.”* Bengali proverb
- *“Today can’t catch tomorrow.”* Jamaican proverb
- *“Haste has no blessing.”* Swahili proverb
- *“Haste makes waste.”* English proverb



What Does Time Mean to You? We all have 1440 minutes every day; do you spend yours wisely? Bet it’s both on most days!

YES...how?	NO....what happens?

What Affects Your Use of Time?

1.	2.	3.	4.	5.
6.	7.	8.	9.	Others?

Top Ten Time Management Mistakes Rodger Constandse (www.masteryourtimenow.com)

Choose your TOP three time management mistakes:

- _____ Keeping too many things in your head.
- _____ Doing whatever grabs your attention next.
- _____ Doing very efficiently that which need not be done at all.
- _____ Not spending enough time on your top priorities.
- _____ Poor planning.
- _____ Working in a disorganized and distracting work environment.
- _____ Attempting to do too much.
- _____ Always saying yes without ‘thinking’ about the impact to your schedule.
- _____ Not managing your inflows.
- _____ Confusing activity with productivity.

What is ONE thing you could do (that you aren’t doing now), that would make a tremendous positive difference in your life? Choose ONE and commit to focusing on it this coming week.

“If you don’t run your own life, someone else will.” John Atkinson

Time Management Matrix

- **URGENT:** requires immediate attention, usually visible, pressing, could be someone else's 'stuff', sometimes what is popular – **REACT!**
- **IMPORTANT:** Get results!!! – Contributes to your mission, your values, and your high priority goals – **ACT!**

Urgent	Not Urgent	
<p style="text-align: center;">I</p> <p style="text-align: center;">Crisis Pressing Problems Deadline-Driven Projects Meetings, Preparation</p> <p style="text-align: center;">✓ 20-25%: Top Performers</p> <p>Quad I: Both <i>important</i> and <i>urgent</i>. Needs immediate attention; has critical time-bearing impact on the company and/or the customers.</p> <p><i>Examples of my Quad One Activities:</i></p> <hr/> <hr/> <hr/>	<p style="text-align: center;">II</p> <p style="text-align: center;">Preparation, Prevention Values Clarification Planning, Relationship Building Empowerment</p> <p style="text-align: center;">✓ 65-80%: Top Performers</p> <p>Quad II: <i>Important</i>, but not <i>urgent</i>. This work has long-term impact, but is not critical in the time-sensitivity of the task or outcome. Future work to do.</p> <p><i>Examples of my Quad Two Activities:</i></p> <hr/> <hr/> <hr/>	Important
<p style="text-align: center;">III</p> <p style="text-align: center;">Interruptions Some Mail and Phone Calls Some Reports Many 'Pressing' Matters Many Popular Activities</p> <p style="text-align: center;">✓ 15%: Top Performers</p> <p>Quad III: Not <i>important</i> but <i>urgent</i>. This work is a distraction. There are no short or long term consequences, except, of course, wasting your time.</p> <p><i>Examples of my Quad Three Activities:</i></p> <hr/> <hr/> <hr/>	<p style="text-align: center;">IV</p> <p style="text-align: center;">Trivia Busy Work Some Phone Calls/ 'Circling the Airport' Time Wasters Escape Activities Irrelevant Mail Excessive TV</p> <p style="text-align: center;">✓ Less than 1%: Top Performers</p> <p>Quad IV: Not <i>urgent</i> and not <i>important</i>. Requires response, but does not have long-term impact. Busy work.</p> <p><i>Examples of my Quad Four Activities:</i></p> <hr/> <hr/> <hr/>	Not Important

Based on this matrix, what are your primary work goals; the goals that you are entirely responsible?

"Time is what we want most, but what we use worst." William Penn

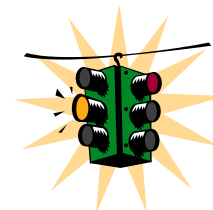
Time Management Analysis: Investigate Where You Spend Your Time

Time	Activity	Importance	Interruptions
		1 2 3 4 5	
		1 2 3 4 5	
8:00-8:30		1 2 3 4 5	
8:30-9:00		1 2 3 4 5	
9:00-9:30		1 2 3 4 5	
9:30-10:00		1 2 3 4 5	
10:00-10:30		1 2 3 4 5	
10:30-11:00		1 2 3 4 5	
11:00-11:30		1 2 3 4 5	
11:30-12:00		1 2 3 4 5	
12:00-12:30		1 2 3 4 5	
12:30-1:00		1 2 3 4 5	
1:00-1:30		1 2 3 4 5	
1:30-2:00		1 2 3 4 5	
2:00-2:30		1 2 3 4 5	
2:30-3:00		1 2 3 4 5	
3:00-3:30		1 2 3 4 5	
3:30-4:00		1 2 3 4 5	
4:00-4:30		1 2 3 4 5	
4:30-5:00		1 2 3 4 5	
5:00-5:30		1 2 3 4 5	
5:30-6:00		1 2 3 4 5	
6:00-6:30		1 2 3 4 5	
6:30-7:00		1 2 3 4 5	
		1 2 3 4 5	
		1 2 3 4 5	
Potential Time Management Barriers			
Self Imposed	Supervisor Imposed	Colleague Imposed	System Imposed

Planning Tips and Techniques

STOP: Take a deep breath and ask yourself...

- Is this what I want or need to be doing right now?
- What has to be done?
- How much of it has to be done? When?
- How fast does it have to be done?
- How much will it 'cost' to do it?



Plan Weekly

- At the beginning/or end of each week, set aside 20-30 minutes to determine the priorities to accomplish.
- Look at your top priorities and see if they are part of your week.
- Ask yourself... 'What can I do this week to have the most impact on.....?'
- Look at your Time Management Matrix Quadrant II and determine what is Important and Not Urgent and plan some activities to support these items. During the week, place the **Quad II** items in your planner/calendar to get your week planned.

"None so busy as those who do nothing." Unknown

Plan Daily

- Take 5-10 minutes each day to plan your day. If you are not a morning person, conduct the planning time at the end of the day.
 - Check your daily commitments and allow for your meetings and appointments.
 - Develop a realistic list of tasks and projects to be completed.
 - Prioritize the list by the following method:
 - Prioritize the list of items:
 - High Priority (A);
 - Medium Priority (B);
 - Low Priority (C).
 - Work them in this order.
 - Once you have the A, B, C order, establish a number for each letter. Such as A1 for most important. For tasks of medium importance label them, B1, B2, etc.
- By each item use the following symbols to help you throughout the day:
- Check mark for completed tasks.
 - A dot to identify a call or task in progress.
 - If a task is delegated, write the person's name next to the item.
 - Place an 'X' if the task gets deleted.
 - An arrow identifies to transfer the task to the next day.



The key to effective time management is to make sure you are doing the RIGHT things, and not just staying busy. “Working SMARTER, not harder,” is a common phrase—how can you accomplish this?

Road Warrior: Top Ten Tips for Successful Travel

1. Create a ‘to-do’ pack list for office and personal items. Pack at least the night before!
2. Use on-line apps that help you maintain organization.
3. Capture your travel receipts in a format that works for you. Ex: Evernote, snap a picture with your phone.
4. Have an external plug in hard drive where you store most of your important files.
5. Listen to a book on disc, app, etc. to keep up on the latest trends.
6. Travel outside the rush hours if possible.
7. Work on Quad II activities in your hotel.
8. Exercise, take a walk---reduce your stress!
9. Connect with colleagues, friends in areas your travel to find enjoyment and de-stress.
10. Make sure you have your technology ready to go AND all power cords to charge up!

BONUS: Please don't text and drive—we want you and others to be alive and well!

Your Bonus suggestion....

Start, Stop & Continue

Start doing that would make a positive difference for PACD, my team and for my life.

Stop doing that would help us move forward on an even more positive journey.

Continue doing what is already working well.

Start	Stop	Continue

“What the wise do in the beginning, fools do in the end.” Fortune cookie

Additional Resources:

Time Management Barriers: Controlling Interruptions: Phone calls

- Batch your callbacks. You use your time more efficiently if you make a number of phone calls at one time rather than making several calls over the course of the day.
- Trade off with a colleague. If you don't have someone who automatically answers your phone, make a deal with a co-worker to answer your phone and take messages.
- Prepare for your phone calls. Know what you want to accomplish/ what you want to say.
- Make a list of what you want to discuss with the other person.
- Discuss the most important item first.
- Have the necessary paperwork or information ready when you call.
- Establish phone periods. If your position allows, schedule certain times for receiving calls. For instance 11:00 AM – 12:00 PM and 3:00PM – 4:00 PM. Let your callers know that they can always reach you in case of an emergency.
- Keep your phone calls efficient.
- Say hello and be personable but don't initiate a social conversation.
 - Tell the person in one sentence the purpose of the call.
 - Ask if they have the time you need to receive your call. If not, schedule a time for the phone call or a person-person meeting.
 - Explain briefly what you want/need and your timeframe of expectations.

Controlling Interruptions: Visitors

- Close your door when you are working on an important project. (Note on door).
- Establish a quiet time. Have an organization or team rule that reserves time each day, for example 9:00 AM – 10:00 AM, will be a "quiet hour". No walk-in visitors, appointments or phone calls are accepted (other than bona fide emergencies and immediate customer needs).
- When possible, meet visitors outside of your office.

Controlling Interruptions: Your Workplace

- Avoid the "stacked-desk syndrome"; clear your desk of everything not needed.
- Do not permit anything else to be placed on your desk until you are ready for it. That means each project must have a place in a file or drawer. Keep others from putting things on your desk!
- Resist the temptation to leave the project which you are working on, even when you think of a more appealing task; you get interrupted or when you are tired or bored. Take all actions you can before moving on to something else.
- When you finish one task, put it away and clear your desk.
- Clean your desk each night before you leave so you can start on the next day's number one priority immediately in the morning.
 - Allocate 30 minutes to go through ALL the papers on your desk.
 - 1) If it is important, put it in a 'keep' pile.
 - 2) If it belongs to someone else, create a pile for 'give backs'.
 - 3) If it isn't important or you don't need it - RECYCLE IT!

The next day, take another 30 minutes and organize your 'keep' pile:

- 1) If there's work to be done, add it to your master task list.
- 2) If you need to store it - put it in the right file or create a file folder for it.
- 3) If you don't need it: RECYCLE IT!
 - MOVE QUICKLY. Don't get side-tracked.

"It's not enough to be busy, so are the ants. The question is, what are we busy about?"

Henry David Thoreau

Paper Management (TAFP)

- T Toss it in the garbage/recycle
- A Act on it
- F File it
- P Pass it to someone else

Saying No

- This is not something we seem to do well as a society. Instead, we avoid and feel guilty, give in and feel resentful, or say no and risk sounding like a non-cooperative team member.
- There are positive ways to say no in a gracious manner, if approached appropriately. The key is to not dwell on your needs, wants, and doubts. Focus on the issues, what is best for both parties, and ‘what makes sense’ for the team.
- Use your schedule
 - Tell them why; focus on the outcomes and non-outcomes
 - Be honest, but firm
 - Provide options
 - Know why you are doing something before saying ‘yes’
 - Don’t feel obligated

Time Management & Technology

How Technology Helps	How Technology Hurts
The ability to seamlessly share information with colleagues and coworkers.	Checking constantly—thinking you will miss something.
On-line and digital calendars and they transfer to your mobile devices.	People don’t use face to face when it may actually save time (ie. A new project launch—‘email volley’)
Emails are delivered instantly over snail mails.	When technology goes down or doesn’t work.
We carry our communication devices in our pocket at all times instead of relying on methods that may delay our messages.	The illusion of multi-tasking as the ‘superpower’ of the digital age.
We use the backspace and delete button on our laptops instead of rewriting entire sections.	Technology—gives the expectation that we have to be ready and available 24/7.
Siri, Google and a host of other online assistants help us research much easier.	The time gained using technology is lost to technology in browsing, chatting, social-networking and gaming. etc.
Telecommuting to work and the time gained from not travelling physically.	We all now do our own administrative, budget work, etc. rather than having people who are more efficient.
Time saving ‘apps’ and programs.	Less conversation and direct people interactions.
Others?	Others?

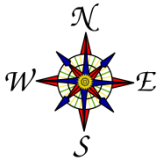
“Dost thou love life? Then do not squander time, for that is the stuff life is made of.”

Benjamin Franklin

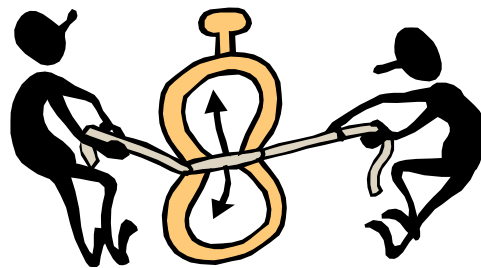


Work Life Balance Strategies: The Clock and the Compass

1. What makes you happy at work?
2. What makes you happy at home?
3. What makes you happy with your friends and family?
4. What makes you happy when you are by yourself?
5. What do you love to do?
6. What would you do with your life today if you weren't afraid of failure?
7. What's not working in your life?
8. What are you currently doing that prevents you from experiencing joy?
9. What's working in your life?
10. Who's not working in your work life?
11. Who in your life is subtracting value from and adding misery to it?
12. Can you fix any of these relationships, or should you let them go from your life?
13. What relationships are working in your life?
14. If we were getting together one year from today, what would have to happen for you to be able to tell me that you now have more joy in your life?
15. What's the most important thing you've learned about yourself as a result of answering these questions?



Additional Notes, Ideas and Actions to Follow-Up



“Every time you choose to do something, you always give up something else you could do with that time.” Roger Constandse