Understanding Time Management

Part 1: Understanding Time as a Resource

Wednesday January 31, 2024

This webinar is being recorded.

Please remain muted until prompted by host.

Please type questions in the chat window.

Financial and other support for the Building for Tomorrow Leadership Development Program is provided through a grant from the Pennsylvania State Conservation Commission. Guidance for the Program is provided through the Pennsylvania Conservation Partnership's Leadership Development Committee.
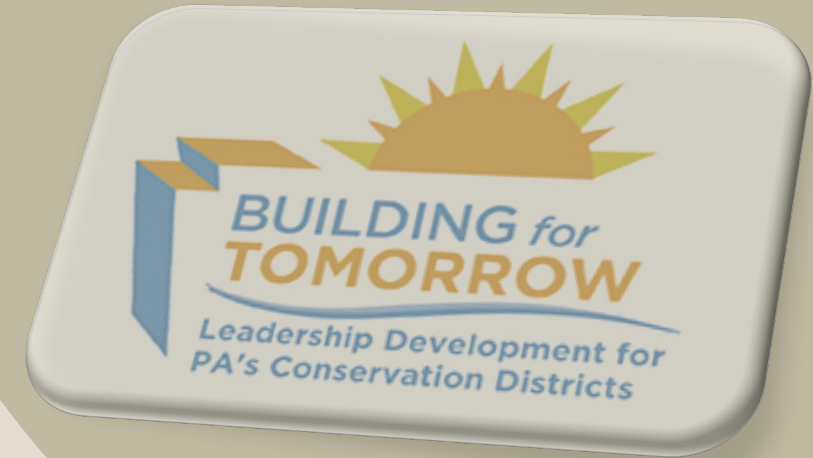
BUILDING for TOMORROW
Leadership Development for PA's Conservation Districts

agenda

understanding time management

What are we doing?

understanding time management

What are we doing?

How are we doing it?

understanding time management

What are we doing?

How are we doing it?

Why are we doing it?

list: 3 should

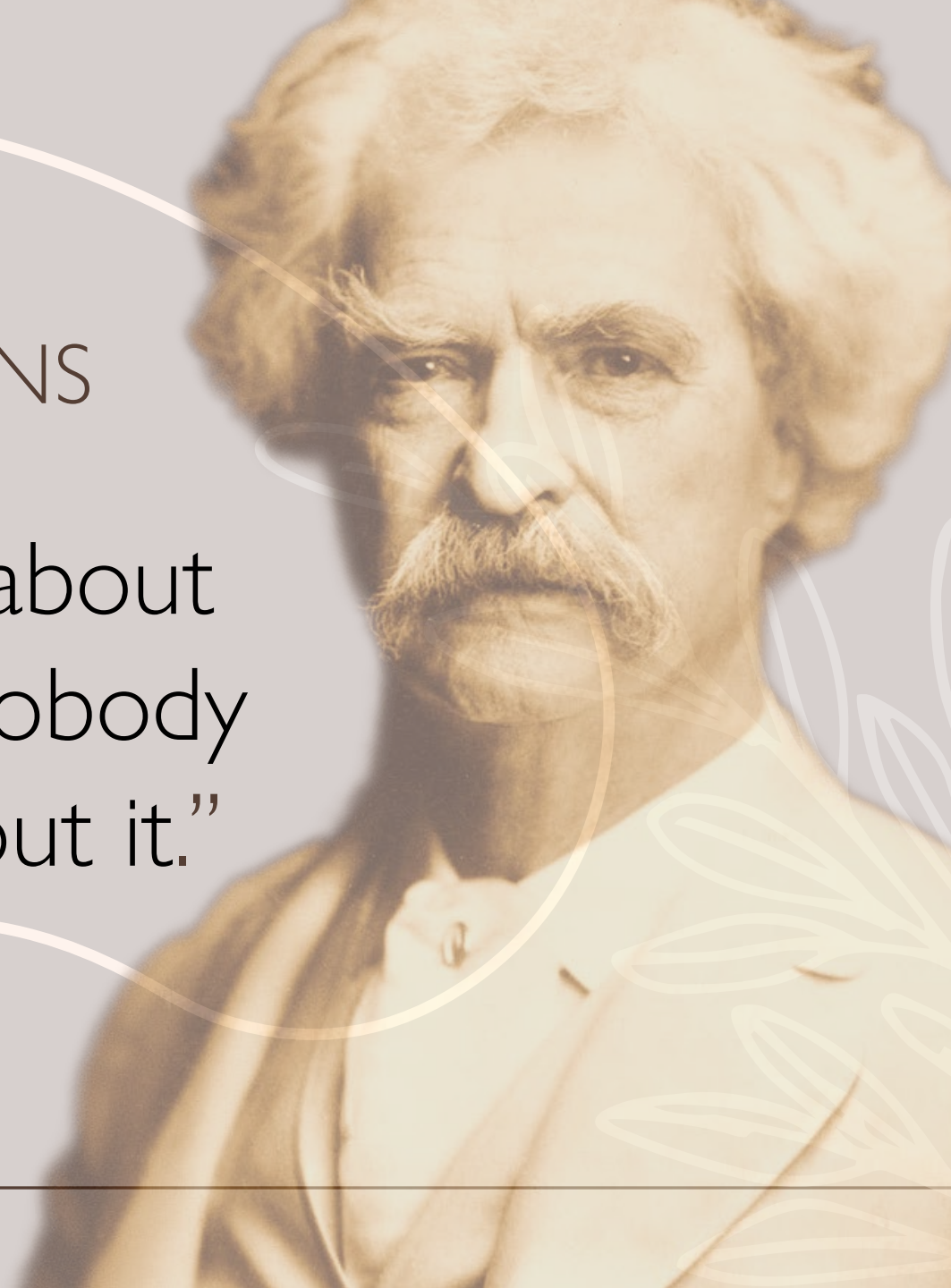Write 3 things that you should do in the next week.

list: 3 should and 3 want

Write 3 things that you should do in the next week.

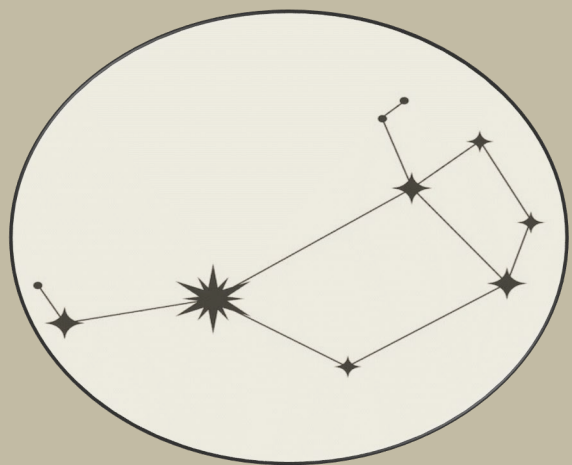Write down 3 things that you want to do (no specific time frame).
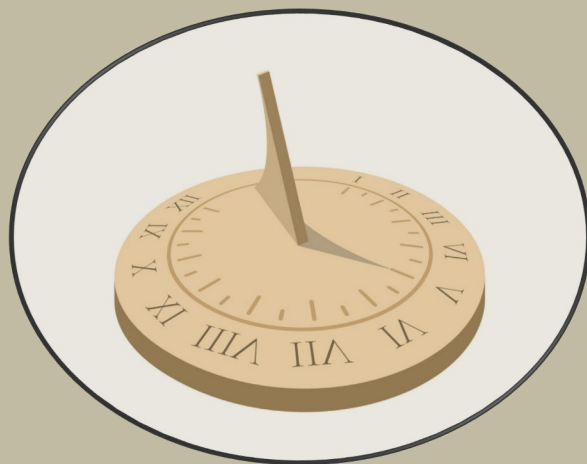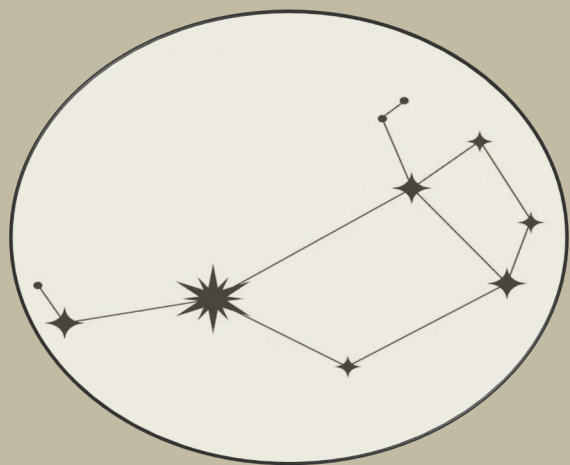
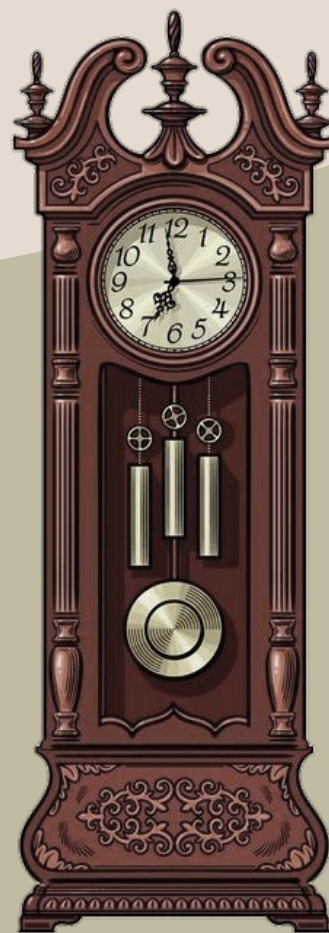SAMUEL CLEMENS
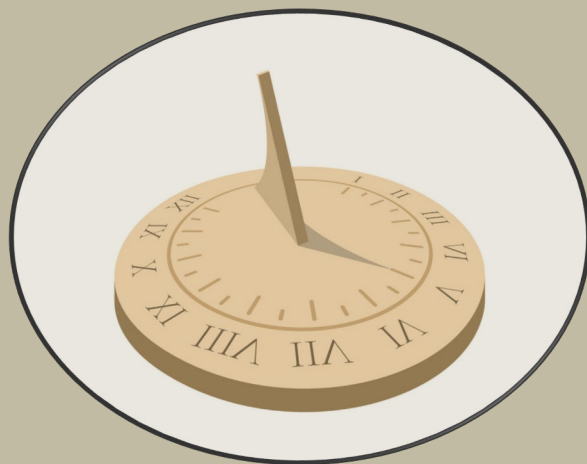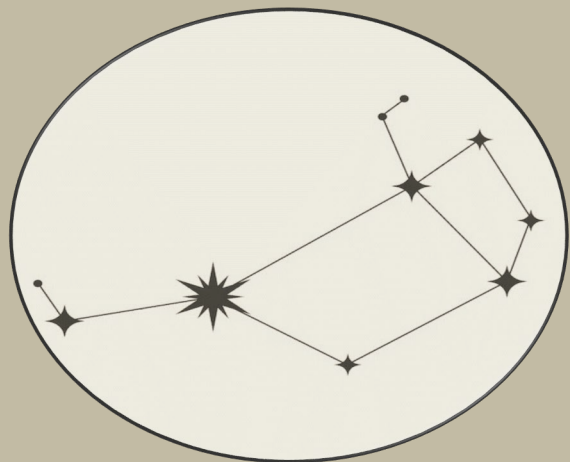
"Everybody talks about the weather but nobody does anything about it."
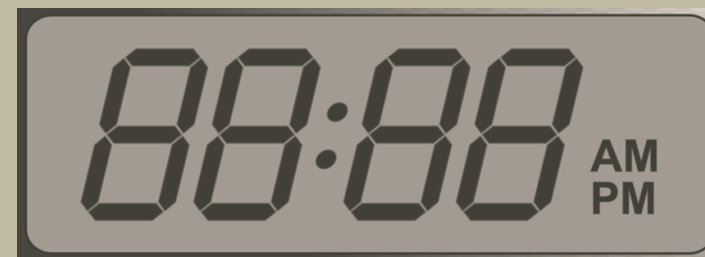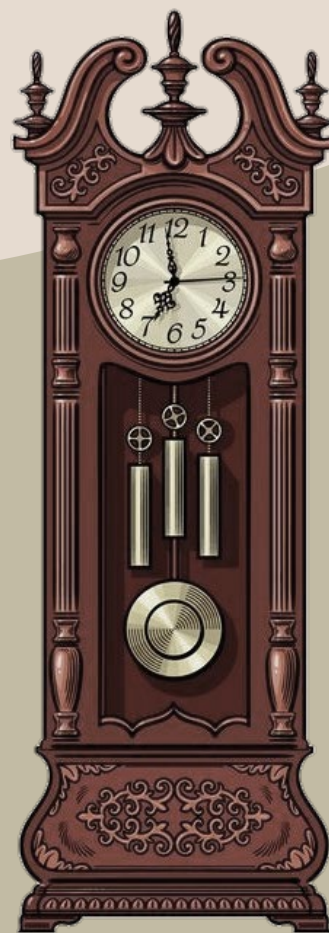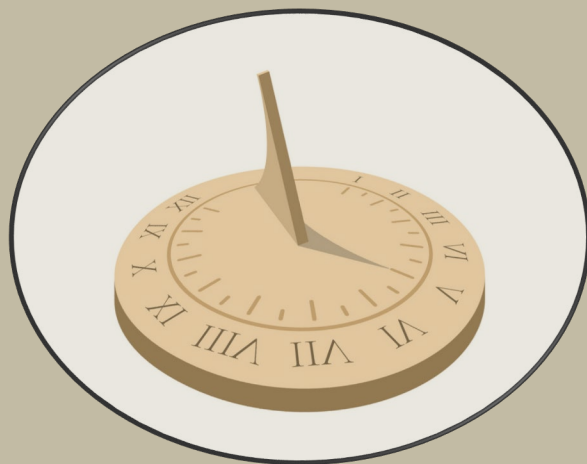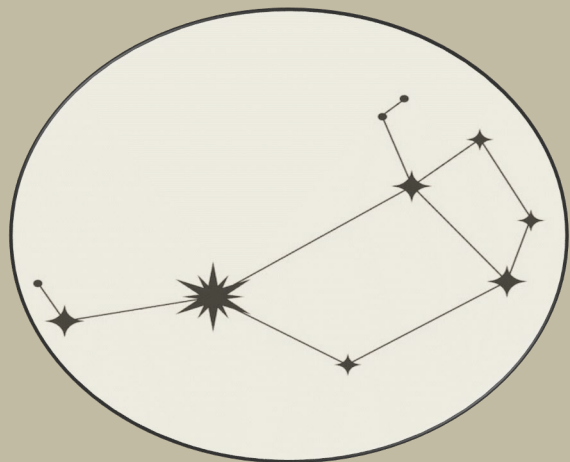
A brief history of time measurement

A brief history of time measurement

A brief history of time measurement

A brief history of time management

A brief history of time management

A brief history of time management

balance

meaning:

coherence
purpose
significance

wellbeing = sense of control

Coherence

- setting goals and planning our time creates a sense of order

Purpose

- orienting your time toward goals & outcomes you value

Significance

- accomplishing goals that matter to you

wellbeing = happy & healthy

- Setting boundaries

- Improved focus & control

- Reduced stress

BENEFITS OF TIME MANAGEMENT
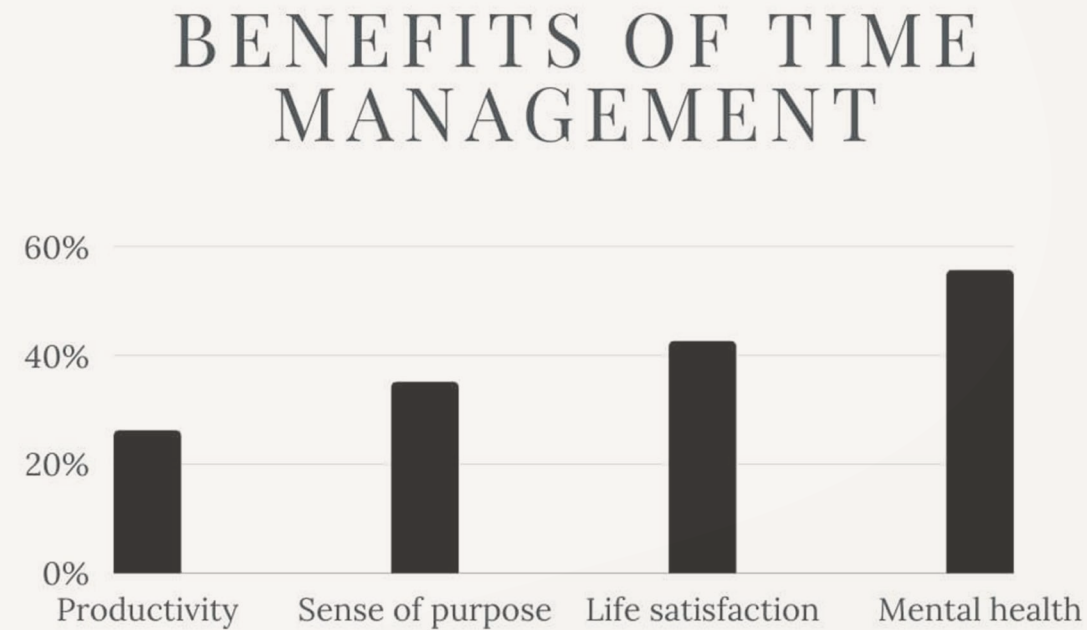
Source: Aeon et al. (2021)

bradaeon.com

principles of time management

- Organization
  - Sweep, sort, and trash.

- Prioritization
  - Formulate goals by significance, identify outcomes by value.

- Planning
  - Create structure that supports focus.

practices for well-being

WRITE DOWN STUFF MORE & WRITE MORE STUFF DOWN.

MARK YOUR BOUNDARIES & SORT TO COMPARTMENTALIZE.

CLARIFY YOUR GOALS.

PLAN BACKWARDS FROM DESIRED OUTCOME.

REVIEW, REVIEW, REVIEW.

assess to clarify

Are your goals aligned with your values?
- Sort: expired / borrowed / later / true

Are your goals realistic and meaningful?
- Specific
- Measurable
- Achievable
- Relevant
- Time-bound

goals

"I don't have time for that."

homework

Pick 1 and complete this sentence:

"I should plan for that, but I don't because …"

Pick 1 and answer these questions:

- Why is this important?
- Why do I value it?
- What is the very next step I can take?

to be continued ...

PART 2: UNDERSTANDING SYSTEMS & TOOLS FOR TIME MANAGEMENT

PART 3: UNDERSTANDING THE PSYCHOLOGY OF PROCRASTINATION

VIDEO LINKS & RESOURCES POSTED AT:
HTTPS://WWW.PALEADERSHIP.ORG/EVENTS-PROGRAMMING/WEBINARS/

thank you

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