



Understanding Time Management

Part 1: Understanding Time as a Resource
Wednesday January 31, 2024



This webinar is being recorded.

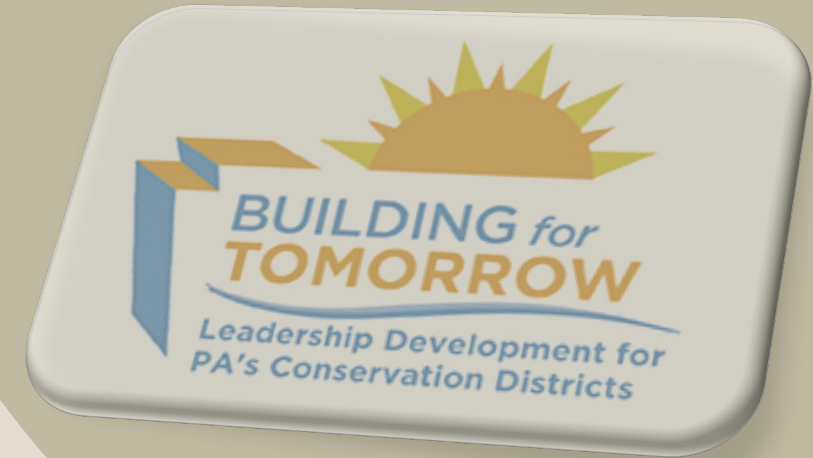


Please remain muted until prompted by host.



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.





agenda

WELCOME & OVERVIEW

WHY WORRY?

MANAGEMENT & VALUES

MEANING & PRINCIPLES

PRACTICES & GOALS

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

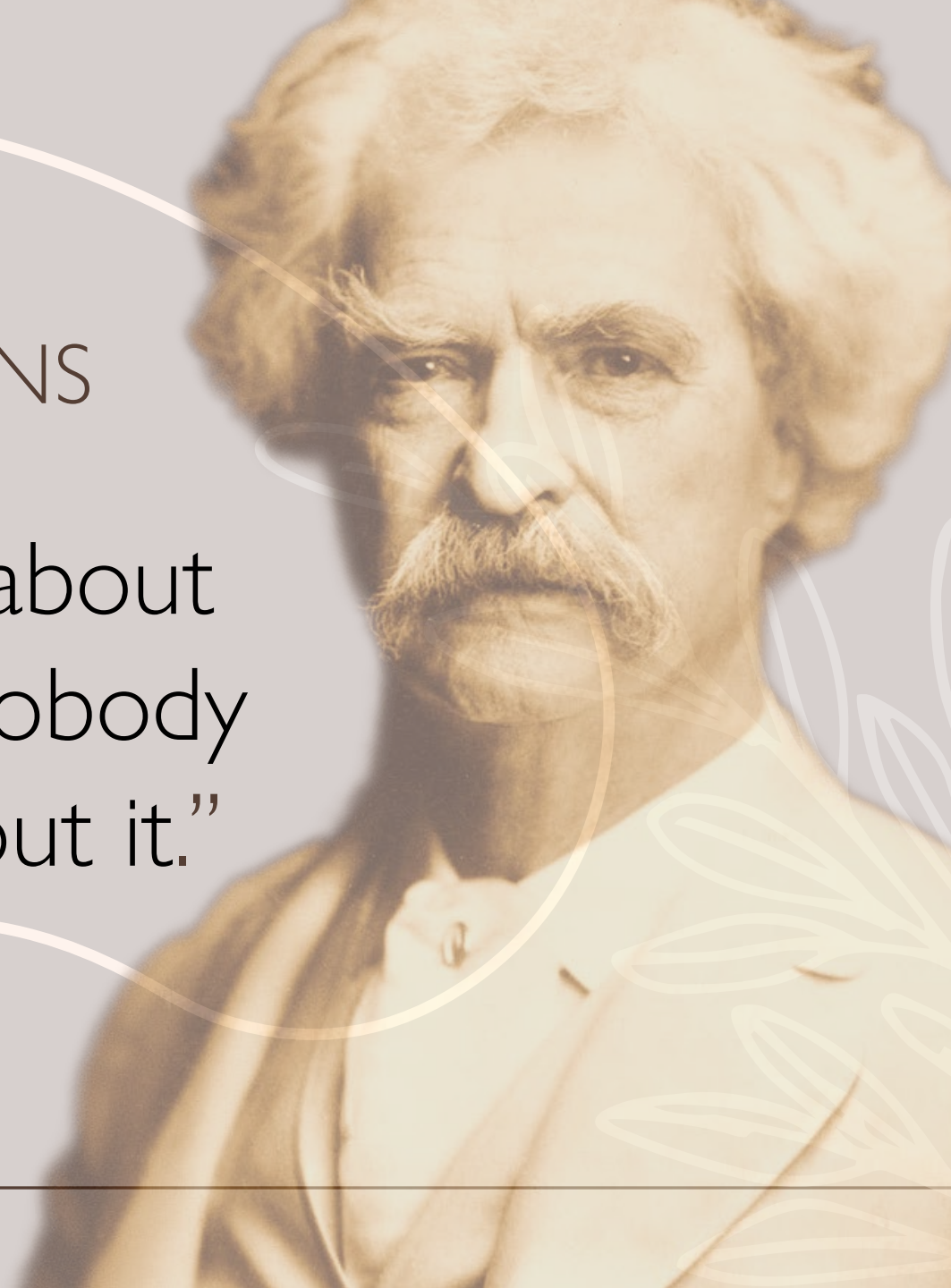
Write 3 things that you should do in the next week.

Write down 3 things that you want to do (no specific time frame).

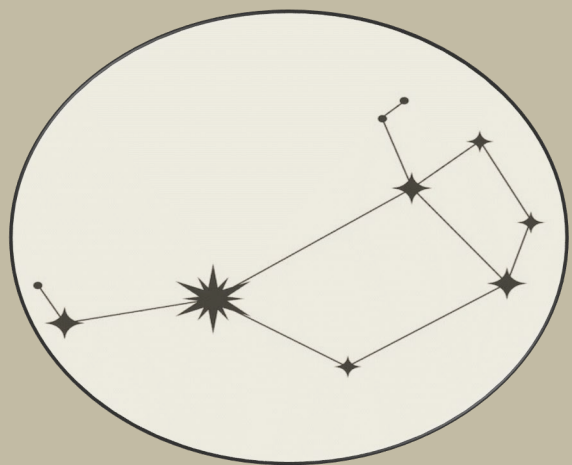


SAMUEL CLEMENS

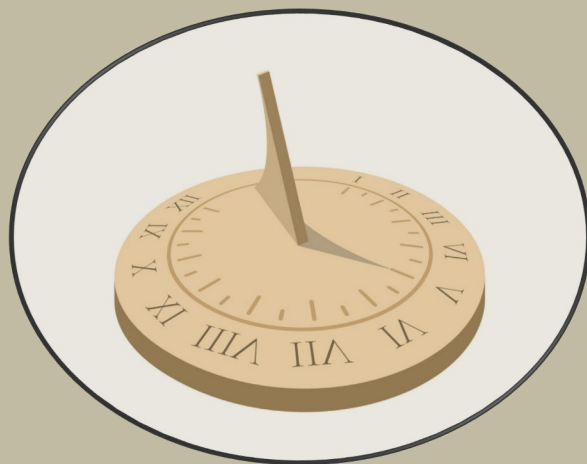
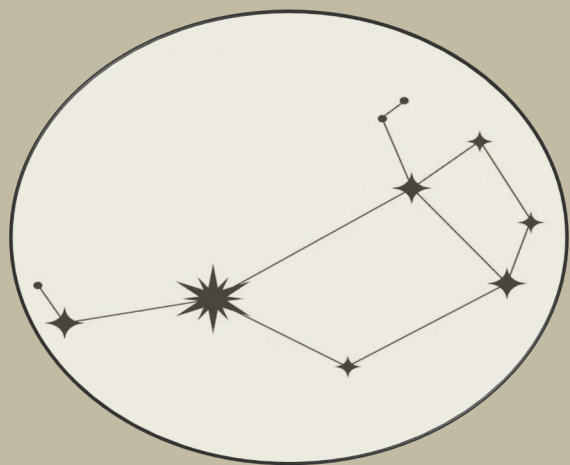
“Everybody talks about
the weather but nobody
does anything about it.”



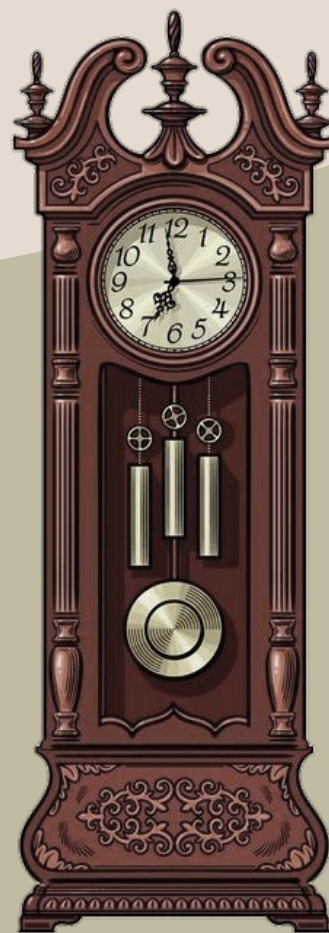
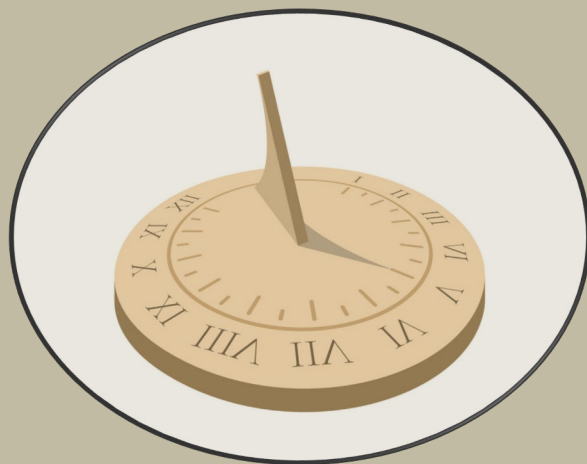
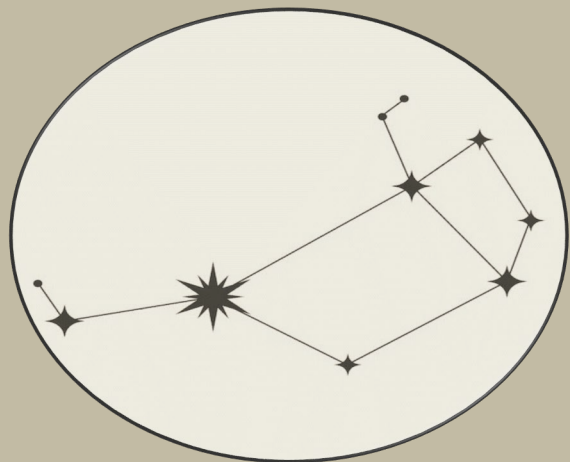
A brief history of time measurement



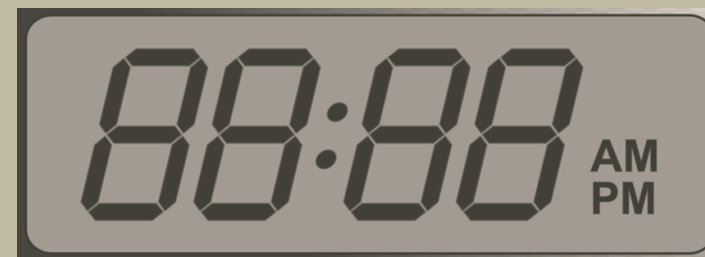
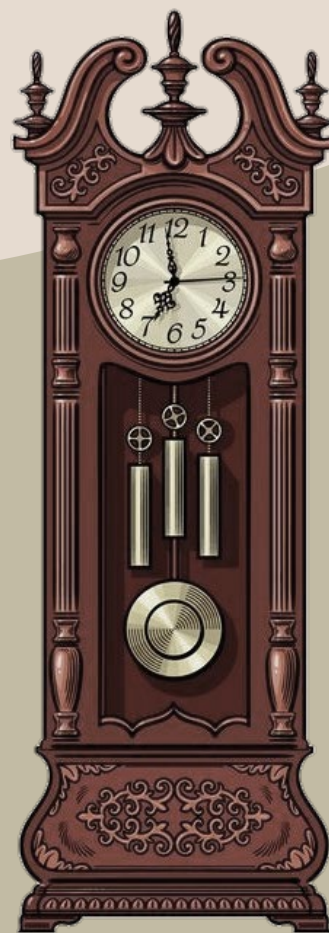
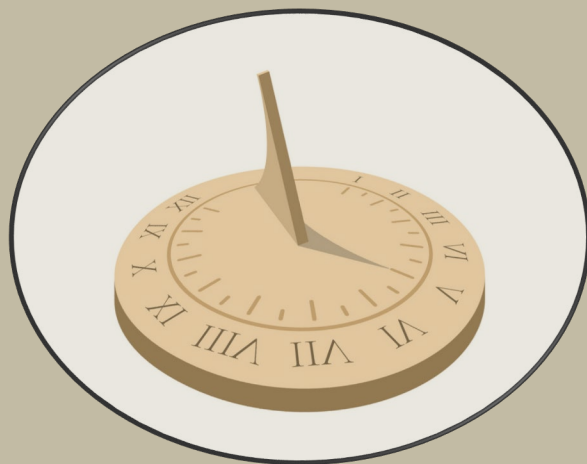
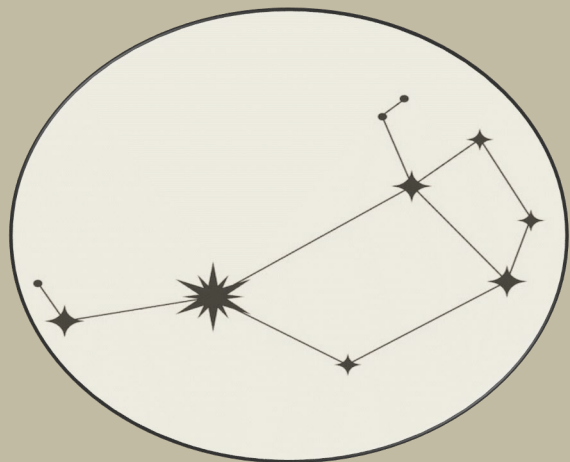
A brief history of time measurement



A brief history of time measurement



A brief history of time measurement



A brief history of time management



A brief history of time management



OWN		Miles	Eastern Standard (War) Time		NORTH—Read up		
23	Daily				42	10	
					Ex. Sun.	Daily	Daily
AM	7 45	0.0	Lv Washington (Un. Sta.)	RF&P	AM	8 00	PM 8 35
			Lv Washington (7th St. Sta.)		AM	8 55	8 16
	8 09	8.2	Lv Alexandria		Lv	10 03	8 11
		9.6	Lv Seminary		Lv	10 58	8 06
		14.2	Lv Franconia		Lv	11 53	7 57
	8 27	17.8	Lv Accotink		Lv	12 48	7 48
	8 34	21.0	Lv Lorton		Lv	1 43	7 42
	8 40	24.1	Lv Occoquan		Lv	2 38	7 28
	8 50	31.1	Lv Cherry Hill		Lv	3 33	7 22
	8 55	34.7	Lv Quantico (Marine Base)		Lv	4 28	7 14
	9 02	39.1	Lv Wide Water		Lv	5 23	7 05
	9 13	45.4	Lv Brooke				
		52.8	Lv Dahlgren Junction				
	9 30	54.1	Lv Fredericksburg				
		62.0	Lv Summit				
	9 49	66.6	Lv Guinea				
	9 53	69.0	Lv Woodford				
	10 04	75.7	Lv Millford				
	10 11	80.5	Lv Penola				
	10 20	86.4	Lv Rutherglen				
	10 28	91.7	Lv Doswell				
		93.8	Lv Taylorsville				
	10 40	98.7	Lv Ashland				
		105.4	Lv Glen Allen				
		106.9	Lv Laurel				
	11 05	113.5	Ar Richmond (Broad St. Sta.)				
		116.5	Ar Richmond (Main St. Sta.)				
AM							



A brief history of time management



OWN		Miles	Eastern Standard (War) Time		NORTH—Read up	
23	Daily				42	10
AM	7 45	0.0	Lv Washington (Un. Sta.)	RF&P	AM 8 00	AM 10 25
	8 09	8.2	Lv Washington (7th St. Sta.)		AM 8 55	AM 10 03
		9.6	Lv Alexandria		Lv 9 58	PM 8 16
		14.2	Lv Seminary		Lv 10 53	PM 8 11
	8 27	17.8	Lv Franconia		Lv 11 53	PM 8 06
	8 34	21.0	Lv Accotink		Lv 12 53	PM 7 57
	8 40	24.1	Lv Lorton		Lv 1 38	PM 7 48
	8 50	31.1	Lv Ocoquan		Lv 2 38	PM 7 42
	8 55	34.7	Lv Cherry Hill		Lv 3 38	PM 7 28
	9 02	39.1	Lv Quantico (Marine Base)		Lv 4 38	PM 7 22
	9 13	45.4	Lv Wide Water		Lv 5 38	PM 7 14
	9 30	54.1	Lv Brooke		Lv 6 38	PM 7 05
		52.8	Lv Dahlgren Junction			
		62.0	Lv Fredericksburg			
	9 49	66.6	Lv Summit			
	9 53	69.0	Lv Guinea			
	10 04	75.7	Lv Woodford			
	10 11	80.5	Lv Millford			
	10 20	86.4	Lv Penola			
	10 28	91.7	Lv Rutherglen			
		93.8	Lv Doswell			
	10 40	98.7	Lv Taylorsville			
		105.4	Lv Ashland			
		106.9	Lv Glen Allen			
	11 05	113.5	Lv Laurel			
		116.5	Ar Richmond (Broad St. Sta.)			
			Ar Richmond (Main St. Sta.)			





balance



The background features a light gray base with large, flowing organic shapes in muted olive green and dusty rose. In the top-left corner, there is a faint, stylized pattern of overlapping leaf or feather-like shapes in a slightly darker gray.

meaning:

coherence

purpose

significance

wellbeing = sense of control

Coherence

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

Purpose

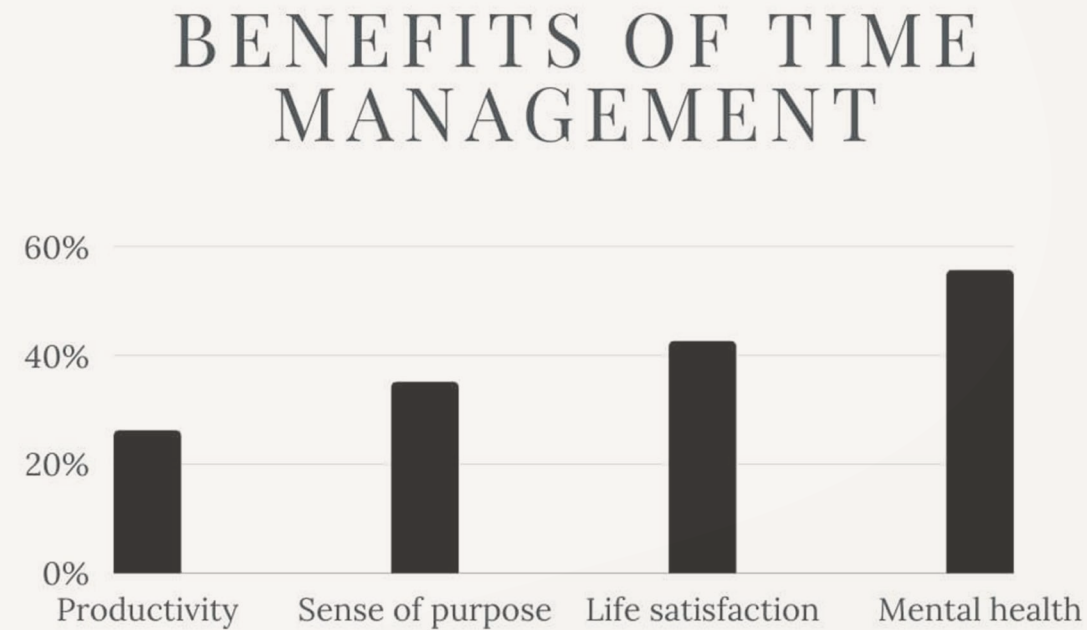
- orienting your time toward goals & outcomes you value

Significance

- accomplishing goals that matter to you

wellbeing = happy & healthy

- Setting boundaries
- Improved focus & control
- Reduced stress



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

```
graph TD; A((CLARIFY YOUR GOALS.)) --- B((WRITE DOWN STUFF MORE & WRITE MORE STUFF DOWN.)); A --- C((MARK YOUR BOUNDARIES & SORT TO COMPARTMENTALIZE.)); A --- D((REVIEW, REVIEW, REVIEW.)); A --- E((PLAN BACKWARDS FROM DESIRED OUTCOME.))
```

**WRITE DOWN STUFF
MORE & WRITE MORE
STUFF DOWN.**

**MARK YOUR BOUNDARIES &
SORT TO COMPARTMENTALIZE.**

CLARIFY YOUR GOALS.

REVIEW, REVIEW, REVIEW.

**PLAN BACKWARDS FROM
DESIRED OUTCOME.**

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/](https://www.paleadership.org/events-programming/webinars/)



thank you

Matt Miller

Leadership Development Program Manager

mmiller@pacd.org

www.paleadership.org