



Understanding Time Management

Part 2: Tools & Systems for Time Management
Wednesday February 7, 2024



This webinar is being recorded.

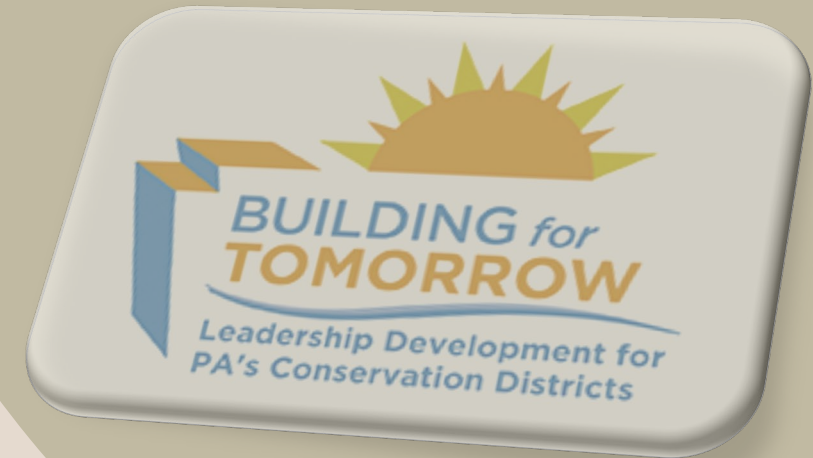


Please remain muted until prompted by host.



Please type questions in the chat window.

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agenda



WELCOME & OVERVIEW

ORGANIZATION

PRIORITIES

FOCUS

SYSTEMS

- productivity & efficiency are values
- well-being is the goal
- put down some plates
- intention & control
- coherence, purpose, significance

BENEFITS OF TIME MANAGEMENT



Source: Aeon et al. (2021)

bradaeon.com

homework

Complete this sentence:

“I should plan for that, but I don’t because ...”

Answer these questions:

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

my three lists

A: THINGS I HAVE TO DO

- Meet with potential JAC keynote speaker
- Take kids to lessons
- Send final count for workshop catering by Thursday

B: THINGS I SHOULD DO

- Look at schedule options for new manager training
- Start working on 24-25 budget proposal
- Shop for new exterior lighting in advance of work scheduled for March

C: THINGS I WANT TO DO

- Finish the book I started reading before the holidays.
- Rim-to-rim Grand Canyon hike
- Sign up to volunteer for conservancy fundraisers after Spring

Organization: building structure

Step 1: Mind Sweep



Organization: building structure

Step 1: Mind Sweep

Step 2: Sort (do, defer, plan, file, trash)

Organization: building structure

Step 1: Mind Sweep

Step 2: Sort (do, defer, plan, file, trash)

- Actionable?
- Simple Task?
- Planned?
- Clarity on outcome?

How to clarify your goals

Are your goals aligned with your values?

- Sort: expired / borrowed / later / true

Are your goals realistic and meaningful?

- Specific
- Measurable
- Achievable
- Relevant
- Time-bound

Priorities: urgent vs. important

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Priorities: urgent vs. important

A/B/C method

- A: Have to do (time-bound)
- B: Should do
- C: Want to do

Priorities: urgent vs. important

A/B/C method

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Start/Move/Finish

Priorities: urgent vs. important

A/B/C method

- A: Have to do (time-bound)
- B: Should do
- C: Want to do

Start/Move/Finish

- What can be completed with 1 action?
- What can be moved forward with 1 action?
- What is not started, and why?

Quadrants

	Urgent	Not Urgent
Important	1	2
Not Important	3	4

quadrants

Quad 1: important & urgent

- Time-bound
- Clear & concrete consequences of inaction

Quad 3: not important & urgent

- Time-bound
- Convenience continuum

Quad 2: important & not urgent

- Not proximally time-bound
- Consequences of inaction are less concrete

Quad 4: not important & not urgent

- Everything else that is not aligned with your goals or directly connected to your well-being.

quadrants

Quad 1: important & urgent

- Deadline-driven tasks
- Emergencies
- Last-minute preparations
- Quad 2 items that you procrastinated on?

Quad 3: not important & urgent

- Interruptions & focus thieves
- Chores, busywork, etc.
- Other people's priorities & expectations

Quad 2: important & not urgent

- “Deep Work” – generating ideas, planning & clarifying goals, research.
- Personal & professional development
- Well-being: relationships, exercise, rest

Quad 4: not important & not urgent

- Distractions
- Low-value procrastination activities
- Bad habits

quadrants

Quad 1: important & urgent

- Do it
- Manage it

Quad 3: not important & urgent

- Contain it
- Delegate it

Quad 2: important & not urgent

- Focus on it
- Schedule it

Quad 4: not important & not urgent

- Avoid it
- Delete it

Setting the stage for performance

Next Actions

- Specific actions require active verbs

Reflect before you engage:

- Importance
- Context & Environment
- Commit to Now

Focus: stacking tomatoes

Pomodoro Technique

- Get your list and a timer
- 25 minutes of singular focus, 5 minutes of break
- After 4 blocks, take a longer break



Focus: stacking tomatoes

Pomodoro Tips:

- 1 and only rule: once the timer is set, it must ring.
- Plan in advance according to priority
- Vary the length of the blocks
- Breaks are mandatory



Systems

- Incorporates 2 or more methods within a structure
- Cognitive prosthetics
 - Marks boundaries
 - Clarifies actions
 - Connects actions with timeframes

Simple Systems

The “Un-Schedule”

- Plan around your true priorities

Theme Days

- Plan in advance to eliminate decision fatigue

Simple Systems

3 : 3 : 3 System

- 3 hours of focus on most important work (Quad 2)
- 3 urgent tasks (Quad 1)
- 3 maintenance tasks (Quad 3)

Getting Things Done

- Collect: capture everything
- Sort: clarify and prioritize
- Process & Plan: break down projects into action steps
- Focus: engage and get to work
- Review: update your lists regularly
- Simplify: build good habits

to be continued ...

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/)

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thank you

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