Becoming a Master of Time Management
Presented by: Julie Ruben Rodney

Planning & Managing Your Time Effectively

Recognize Any of These Problems?
- Overwhelmed?
- Overloaded?
- Overtime?
- Over stressed?
- Can’t find it?
- Wrong priorities?
- Disorganized?
Assumptions

• Stress is necessary for optimum performance
• Little stress & lots of stress can seriously affect health & well-being
• Rapid & constant change is a reality of today’s work environment
• Managing my time & workload is my responsibility

Introduction

How can I fit more into my day?
There are not enough hours in a day!
So much to do and so little time.

Productivity Curve

Healthy Stress Gives you the Feeling of Fulfillment
The Need for Resiliency

Resiliency is your ability to quickly recover from change or misfortune.

Characteristics of a resilient person:

- Opportunity
- Goal Directed
- Manage the Unknown
- Focused
- Self Confident
- Playful
- Forward Thinker
- Engages in Change
- Dynamic
- Positive

Signs of Lack of Resiliency

- Lack of energy and motivation
- Mood of sadness
- Illness
- Levels of irritation and frustration
- Others

Resiliency Self-Talk

We need to change our self-talk!

Start....

- Proactive – “Something needs to happen.”
- Focus – “What is it?”
- Organizational Skills – “What do I need to do to make it happen?”
- Positive – “I can do this?”
- Flexible – “I am able to do this.”
- Forward Thinking – “I did it and I can do it again!”

...Finish
Three Factors

You

Others

Environment

How do you Spend your Day?

Consider This

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

Peter Drucker, Educator & Author

“Time is life. It is irreversible & irreplaceable. To waste your time is to waste your life; but to master time is to master your life & make the most of it.”

Alan Lakein, Author on Personal Time Management
Accountability

How would you be acting if you were being accountable in your role?

4 Levels of Attitude

Empowering... the problem!
Level 1: Deny responsibility
Level 2: Blame others
Level 3: Accept responsibility
Level 4: Take action

Empowering... yourself!

Your Current Workload

Consider your Current Bag of Responsibilities
Bag of Responsibilities

- 3 responsibilities you think your boss would suggest you keep
- Number these top 3 responsibilities in order of importance
- Continue numbering the responsibilities

Spending Your Time Effectively

- Share your top three priorities/tasks in your job
- Share your top three personal priorities (e.g. exercise, lunch, etc.)

Priority Management Wisdom

If you were to do 1 thing in your professional life & 1 thing in your personal life that would have the greatest impact, what would these 2 things be?
**Time Management Matrix**

<table>
<thead>
<tr>
<th>URGENT</th>
<th>NOT URGENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>IMPORTANT</td>
<td></td>
</tr>
<tr>
<td>- Crisis</td>
<td>- Prevention</td>
</tr>
<tr>
<td>- Pressing problems</td>
<td>- Values clarification</td>
</tr>
<tr>
<td>- Deadline-driven projects, meetings, preparations</td>
<td>- Planning</td>
</tr>
<tr>
<td>- Results: Burnout</td>
<td>- Relationship building</td>
</tr>
<tr>
<td>- Time wasters</td>
<td>- Result: Control</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NOT IMPORTANT</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>- Needless interruptions</td>
<td>- &quot;Escape&quot; activities i.e. excessive TV, Facebook</td>
</tr>
<tr>
<td>- Unimportant activities i.e. meetings, phone calls &amp; email</td>
<td>- Result: Short Focus</td>
</tr>
<tr>
<td>- Result: Lack of Control</td>
<td></td>
</tr>
</tbody>
</table>

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**Tips on Planning and Prioritizing**

“The key is not to prioritize what’s on your schedule, but to schedule your priorities.”

Stephen Covey, Author of The 7 Habits of Highly Effective People.
Tips on Planning and Prioritizing

- Determine which quadrant your activities fall into
- Eliminate Q4 activities
- Eliminate, delegate, let it burn, or say "no!" to Q3 activities
- Block time aside for Q2 activities
- Always focus on Q1 and Q2 activities
- Plan your important activities weekly, implement daily
  - make it a habit!

Managing Your Priorities

How do you currently decide how to allocate your tasks to your time?

Managing Your Priorities Considerations

- Time sensitive
- Preparation required
- Involvement of others
- Impact to Organization
- Degree of Difficulty
"To Do lists will only marginally be useful unless you time-box them. Set parameters for how much time you plan to devote to each task."

Time Boxing Your Calendar

What system(s) are you using to organize your tasks and time?

- Outlook
- Day-Timer
- Google Calendar
- etc.

Roadblocks to Priorities

- Email
- Phone/Voice Mail
- Interruptions
- Others
Strategies for Overcoming Your Roadblocks

Email:
• Set times for responding to e-mail
• Keep e-mails to a single topic
• Respond to e-mails promptly – Read, Respond, Remove!
• Flag e-mails that are unread

Strategies for Overcoming Your Roadblocks

Phone/Voice Mail
• Leave a clear voicemail message
• Ask: “Is now a convenient time for you to speak?”
• Set-up time to call back rather than playing phone tag
• Set a timer to monitor your time for wrapping up a conversation

Strategies for Overcoming Your Roadblocks

Interruptions
• Turn off e-mail alert function
• Walk the interrupter to the door or entrance of your cubicle
• Create a sign or symbol that lets people know you are unavailable
• Allow enough time for interruptions in your daily schedule.
Procrastination

The avoidance of doing a task which needs to be accomplished. This can lead to feelings of guilt, inadequacy, and self-doubt.

Procrastination

Share something at work & at home that you are procrastinating about. Why you think this may be happening?

Common Rationalizations

• “I’m more productive when I work under pressure, so I’m postponing my work until pressure builds up and then I’ll get it done easily.”

• “I don’t know how to do this problem, so I’m waiting until I know before I do it.”
Common Rationalizations

- “This task isn’t getting done because I really don’t want to do it, and that’s the honest truth.”
- “Relax. The world isn’t going to end if this doesn’t get done.”

Matt Cutts

Managing Those Who Monopolize Your Time

“You can decide within yourself how circumstances will affect you. Between what happens to you, or the stimulus, and your response to it, is your freedom or power to choose that response.”
Saying “No” with Courage & Consideration

- Know your “audience”
- Emphasize that you care about the consequences & that you are still a part of the team
- Communicate that you believe there is another solution & you are highly motivated to find it
- Learn by observing people around you “saying yes” & “saying no”.

80/20 Rule

80% of your results 20% of your activities.
Is your time spent on activities that will lead to high results?
Which “non-value added” activities is your time spent on?
How will you remove these “non-valued added” activities?

“By failing to prepare, you are preparing to fail.”

-Benjamin Franklin
Thank You!

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Thank You for Participating

✓ Please remember to complete your evaluations.