

Managing YOUR time



What are the tools and techniques?

- Time management is about **setting priorities**

Priorities are things that are really important to ME!

- Priorities result from **setting goals**

MY goals have to be important to ME!



- Setting goals is about planning

I have to plan the steps to get ME to MY goal

- Planning is being organised and in control

I have to stay in charge and follow the steps to get ME to MY goal



- Being organised and in control is being **self empowered**

Being in charge of myself; making my
own choices!
Reaching MY goals!
Feeling energised!




There are only 24 hours in a day ...

- Life is a series of small choices and decisions - the choices and decisions are what YOU can manage – not the flow of time
- Time is a limited resource – how can YOU make best use of YOUR time?
- ☺ You will never have that day again -
☺ Was it a good way of spending your time?
- Don't just watch as YOUR time runs away!



Poor time management ...


- Leaving things until the last minute
- Spending too long on unimportant tasks
- Time wasters
- Procrastination – putting things off!
- Easily distracted
- Not setting goals
- Often late
- Missing deadlines
- Not organising your time



Any of these sound familiar to you?

Reasons for good time management ...

- More focused and motivated
- Quality of work improves
- Get more done
- Get more done in a shorter time
- Get important things done first
- Get to appointments on time
- Life runs more smoothly, less stress, more leisure time
- Self empowerment!



Want some of these?

Check for balance ...

- We all need balance in our lives
 - helps us focus
 - helps us concentrate
 - improves our efficiency



Exercise

Study



Nutrition

Culture

Sleep _{zz}

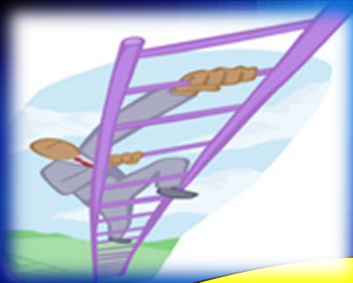
Check for balance ...



Friends

Family

Fun



Work



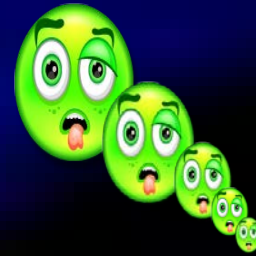
Spiritual

Emotions



Why balance your life?

- For overall health
- For overall wellness



So how can I get better at time
management?

Learn to Prioritise

- Prioritising... What we do when there is not enough time to do everything

Setting priorities ...

URGENT

- Priority 1

MUST DO to reach your Goals

these are the essential tasks “Do it now”

Some tasks fall into this category because of **important deadlines**, others are **appointments** already made or just **sheer urgency** eg my warrant runs out tomorrow, or I **MUST** pay the power account today to get the discount! Immediate action required! If it is a really **large task**, **break it into sections** of action steps eg study from page 7 to 18, rather than just study.

NON-URGENT

- Priority 2

SHOULD DO to reach your Goals

these are the tasks

“Has to be done but it can wait today – non-urgent”

Items in this list may not be urgent today but they are important to YOU and your long-term goals. Non-urgent tasks often include strategizing or planning

IMPORTANT

- Priority 3
Need to do it when you can
(not important to your goals)

Items in this list may seem urgent in your work or family environment but the tasks are not important to YOUR goals –

- Can any of them be delegated to someone else?
- Could someone else fill in that form or write that report or do the ‘taxi’ run with the kids or get the groceries?

- Priority 4

Nice to do – but not necessary
(not important to your goals)

NOT IMPORTANT

Items in this list are not important to YOUR goals.

- An example would be ringing someone for a good gossip or watching a trashy TV show, or going for a bike ride.

Use a To-do List

- Make a 'To do list'
- Prioritise the tasks on your list

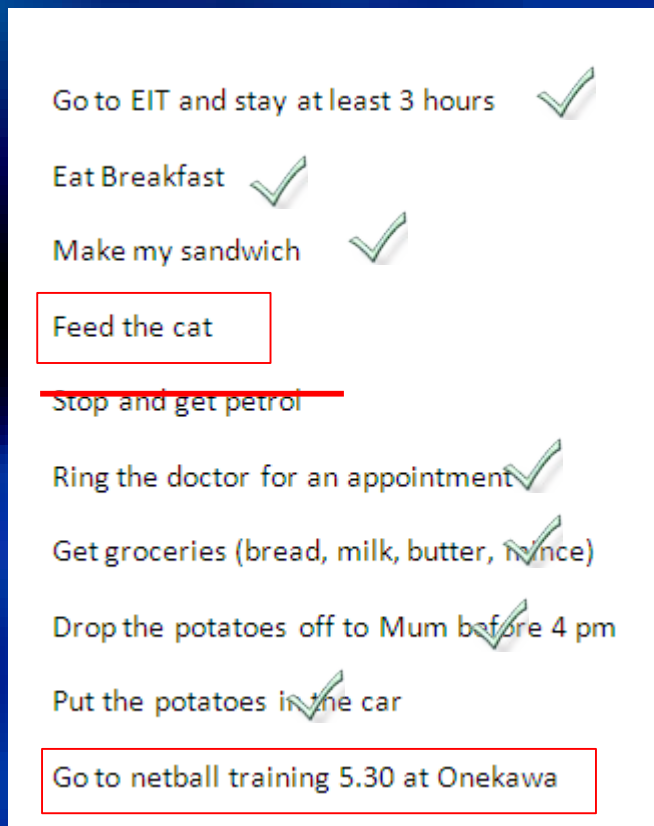
What is a To Do list ...



- All your fixed appointments are listed, your scheduled activities are listed, plus all the things you hope to do on the day to reach your goals
- You review your list throughout the day to ensure it is not too full and that you have balance in your life!



This is my To Do list for today ...



- Because I have written the tasks down, as I do them I would tick them ... and feel good!
- And if something didn't get done, I could see it very easily!
- And if I didn't need to do the task after all, I could cross it off my To Do list!

Hint: Being organised actually saves you time!

Write a To Do List **everyday**

- Get into good habits

Start your day by spending 5-10 minutes listing the tasks you plan to do (or do it at the end of today for tomorrow – you might sleep better!)

- Do it **every** night
- Or do it **every** morning

- At the end of the day, things not done

- Put them first on the list tomorrow

But .. What do I do first????

Prioritise each task on your list ...

- Look at your list and decide on the priority of each task
 - give high priority to the tasks that get you closest to your goals – spend your time and energy on these tasks that are truly important to you
 - If possible, put a realistic time estimation beside each item
 - Look at the items on your list – do you really need to do these tasks? Will they affect your own goals?
 - Say NO to non-essential tasks
 - Prioritising tasks should benefit **YOU!**

This is my list ... What **MUST** I do?

Go to EIT and stay at least 3 hours

Eat Breakfast

Make my sandwich

Feed the cat

Stop and get petrol

Ring the doctor for an appointment

Get groceries (bread, milk, butter, mince)

Drop the potatoes off to Mum before 4 pm

Put the potatoes in the car

Go to netball training 5.30 at Onekawa

- Eat breakfast (why is this a Priority1? Because I can't study without food!)
- Make my sandwich while eating breakfast (got no money to buy lunch!)
- Ring the doctor when I have made my sandwich (remember to write the appointment time in my diary or set an alarm in my phone)
- Go to EIT for 3 hrs (must complete at least 2 exercises to keep up!)

URGENT

What SHOULD I do?

Go to EIT and stay at least 3 hours ¹
Eat Breakfast ¹
Make my sandwich ¹
Feed the cat
Stop and get petrol
Ring the doctor for an appointment ¹
Get groceries (bread, milk, butter, mince)
Drop the potatoes off to Mum before 4 pm ²
Put the potatoes in the car ²
Go to netball training 5.30 at Onekawa

- Put the potatoes in the car now while I am thinking about them!
- Drop the potatoes off before 4 pm (set an alarm on my phone to call mum if I'm running late or put into my electronic scheduler so a reminder pops up – these are for her dinner – she's tired of kumaras!)

NON-URGENT

What needs to be done **sometime?**

Go to EIT and stay at least 3 hours **1**

Eat Breakfast **1**

Make my sandwich **1**

Feed the cat

Stop and get petrol

3

Ring the doctor for an appointment **1**

Get groceries (bread, milk, butter, mince)

3

Drop the potatoes off to Mum before 4 pm

2

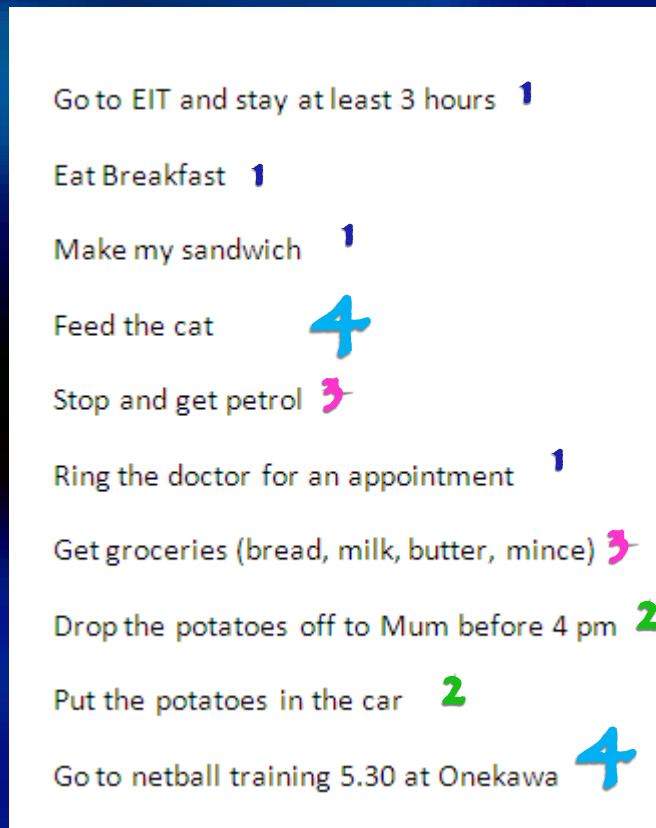
Put the potatoes in the car **2**

Go to netball training 5.30 at Onekawa

- Get groceries (or we will starve!) or call my partner to get the groceries on his way home from work. I checked there is enough food for dinner tonight but that's it. Could go tomorrow!
- Get petrol or my partner is going out later tonight in my car and he could get the petrol then. I checked that there is enough petrol for today and after that we'll be walking.

IMPORTANT

What would be nice to do?



- Feeding the cat (I know I can leave this as whoever is home will do it! The cat lets you know when it's hungry!)
 - Don't rush home to feed the cat just because you don't want to go shopping! Stick to your priority tasks!
- Netball training – I am only trying out for a position and it is on next week
 - Spend more time at Mum's when I drop the potatoes off

NOT IMPORTANT

REMEMBER

- ... priorities will change over time



So

1. Deal with tasks early

Deal with 2's (Non-urgent tasks) early so they do not become 1's (Urgent tasks)

- (if I don't drop the potatoes off to mum, she will have none for dinner and then she'll be on the phone and then it will be urgent!)

2. Allow enough time

Make sure you allow enough time in your day to complete the 2's (Non-urgent tasks)

- (if I don't get the potatoes to Mum's today, then tomorrow it will be urgent)

3. Re-prioritise

During a day you may need to
re-prioritise as new tasks arrive

- (eg if the doctor 's appointment you made is for today, you would need to rearrange your diary and make time for the appointment!)

4. Delegate

Look at your non-urgent tasks—

- (check again, should these items be on the list or can you delegate them)

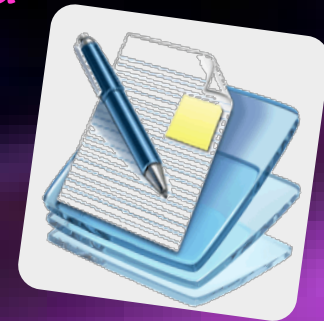
Advantages of using a To-do list



- The list doesn't forget – write it down, put it out of your mind
- Helps you set priorities
- Lets you put tasks together for efficiency
- Tracks your progress – you mark off when done
- Lets you carry over tasks to the next day

Disadvantages of using a To-do list

- Discipline is mandatory or necessary
 - Self management must be developed
 - Goals must be set
- Priorities must be correctly analysed
 - Everything MUST be put on the list
 - New tasks – re-prioritise
- Not scheduling correctly
 - Breaks not allowed for
 - Enough time must be allowed to realistically complete tasks



Use a Diary

- Use a Diary – paper or electronic – to organise your activities
- Learn to Prioritise the tasks in your diary

Fill in a diary (paper)...

- Write the **tasks and activities** into a **diary** (you could do this daily or for the whole week)
Visually pleasing
No Computer
- Make sure you allow enough **time** for each task
- Make sure you enter all **fixed appointments**
- Prioritise** the tasks



Extra actions needed in some situations

- Sometimes to complete your priority tasks, you need to take some extra actions
- Example:
Taking the kids to Kura or school everyday, means you would have to
 - give them breakfast and make their lunches (and your own at the same time)
 - get them dressed and check they have everything
 - drive them – check the petrol at the same time

Another example

- Going to EIT to study everyday, means you would have to
 - get your lunch, workbook and pens (check the kids haven't stolen them!)
 - check the petrol
 - check the bank balance to make sure you can fill it today if you have to
 - studying late day – arrange with Jill (the neighbour) to get the kids from school and pick them up later

Fill in a diary (Google Calendar)...

- Key the **tasks and activities** into a diary
 - Repeat tasks as needed
 - Computer skills needed
- Make sure you allow enough **time** for each task
- Make sure you enter all **fixed appointments**
- **Prioritise** the tasks using colours

	Mon 6/2	Tue 7/2	Wed 8/2	Thu 9/2	Fri 10/2
GMT+13	Waitangi Day				
6am					
7am					
8am			8-9 Early drop off for school camp		
9am	9-10:30 Work on my Internet Communication Workbook 1 at home	9-10:30 Work on my Internet Communication Workbook 1 at home	9-10:30 Work on my Internet Communication Workbook 1 at home	9-10:30 Work on my Internet Communication Workbook 1 at home	9-10:30 Work on my Internet Communication Workbook 1 at home
10am					
11am	11-12:30p Work on my Internet Communication workbook 1 at home	11-12:30p Work on my Internet Communication workbook 1 at home	11-12:30p Work on my Internet Communication workbook 1 at home	11-12:30p Work on my Internet Communication workbook 1 at home	11-12:30p Work on my Internet Communication workbook 1 at home
12pm					
1pm	3p-4p Doctor appointment				
2pm					
3pm	3p-4p pick up kids Nazier	3p-4p pick up kids Nazier	3p-4p pick up kids Nazier	3p-4p pick up kids Nazier	3p-4p pick up kids Nazier
4pm					
5pm					

Advantages of using an electronic diary eg Google Calendar

- Electronic
 - Synchronise data between devices – enter once
 - Sharing calendars with other workers
 - Storing recurring events quickly
 - Set reminders for priority items
 - Store notes
 - Using Google Calendar available from any device, anywhere, anytime

- Open Time Management 2.ppsx
to learn how to stop wasting your
valuable time