

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



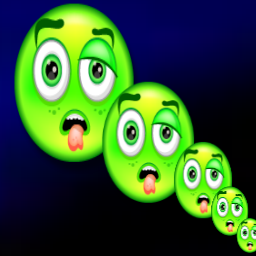
Spiritual

Emotions



Why balance your life?

- For overall health
- For overall wellness



So how can I get better at time management?

Use a To-do List

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

What is a To Do list ...



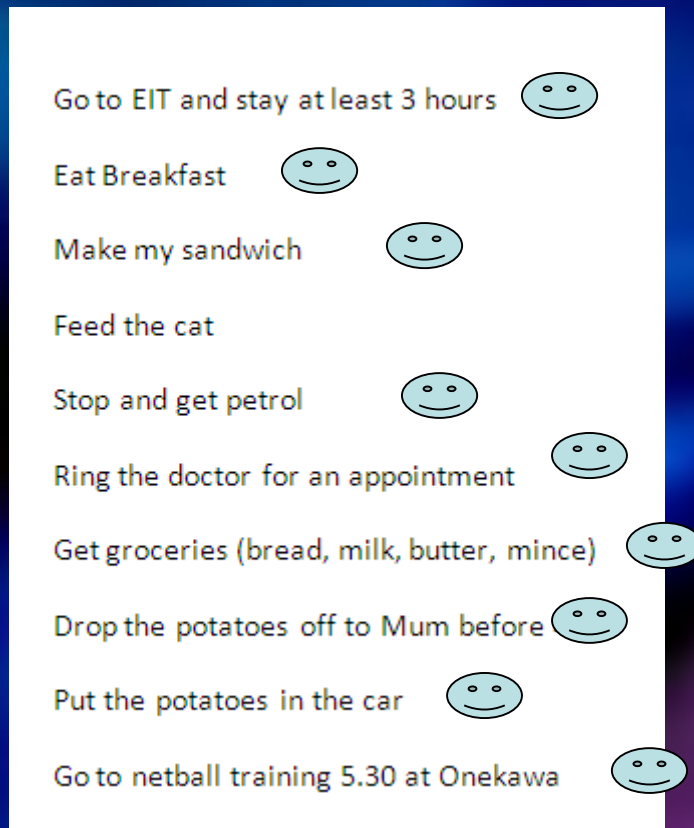
- All your fixed appointments are listed, your scheduled activities are listed, plus all the things you hope to do to reach your goals
- You allow time for unavoidable interruptions eg new appointments, phone & email
- You review your list throughout the day to ensure it is not too full and that you have balance in your life!



How to use a To-do list

- 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!).
- Write the **urgent** or **important** tasks first.
- Try to allocate **realistic** time to each task
 - ~ If the tasks are **written down either on paper or on the computer** you can then have the pleasure of crossing them off the list or deleting them!
 - Hint: Being organised actually saves you time!

This is my To Do list for today ...



- As I do things I would mark them off ... and feel good!
- And if something didn't get done, I could see it very easily!

Write a To Do List *everyday*

- Get into good habits
 - ~ Do it *every* night
 - ~ Or do it *every* morning
- Mark things off as you complete them
- Read it at the end of the day
- Things not done
 - ~ Put them first on the list tomorrow

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

Learn to Prioritise ...

- Prioritising ... What we do when there is not enough time to do everything
 - Do it **now** (priority **1 - Urgent**)
 - Do it **as soon as you can** (priority **2 - Non-urgent**)
 - Other levels of priorities:
 - **3 Need to do it when you can** (Important)
 - **4 Nice to do** (Not Important)

Setting priorities ...

- Priority 1

MUST DO to reach your Goals

URGENT

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

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

IMPORTANT

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.

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

- Go to EIT for 3 hrs (must complete at least 2 exercises!)
- Eat breakfast (why is this a Priority 1? Because I can't study without food!)
- Make my sandwich (got no money to buy lunch!)
- Ring the doctor (remember to write the appointment time in my diary)

URGENT

How can I make sure these **URGENT** tasks are completed?

- Make sure I have breakfast cereal and milk tonight so I'll be ready in the morning
- When I'm having my breakfast, make my sandwich to take with me
- Before I leave for EIT, ring the doctor to make an appointment or take my cell phone with me and set myself a reminder to ring the doctor
- Go to EIT and finish the 2 exercises at least

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
- Drop the potatoes off before 4 pm (call mum if I'm running late ~ these are for her dinner ~ she's tired of kumaras!)

NON-URGENT

How can I make sure these **NON-URGENT** tasks are completed?

- I could put the potatoes in the car now as I am thinking about it!
- Set my phone alarm to remind me to take the potatoes to Mum before 4 pm
OR put it in my Scheduler at work!

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!)
- Get petrol (or I will be walking)

IMPORTANT

How can I make sure these Important tasks are completed before they become urgent?

- 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!
- 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.

What would be nice to do?

| | |
|--|---|
| Go to EIT and stay at least 3 hours | 1 |
| Eat Breakfast | 1 |
| Make my sandwich | 1 |
| Feed the cat | 4 |
| 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 | 4 |

- 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
 - The important tasks and the non-urgent tasks and the not important tasks may become the **URGENT** (must do's) if you don't allow any time to do these tasks
 - You need a **system** to deal with non-urgent tasks before they become urgent

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)

Check your To Do list ...

- Make sure all your fixed appointments are entered
- Allow time for unavoidable interruptions eg phone & email
- Review to check that your list is not too full and that you have balance in your life!



Advantages of using a To-do list

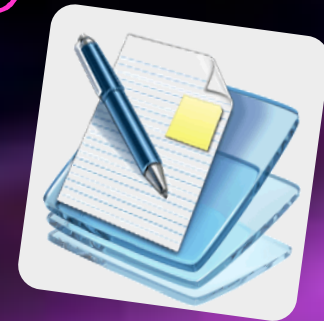
- A to-do list



- 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 or electronic)...

- Write the **tasks and activities** into a **diary** (you could do this daily or for the whole week)
- Make sure you allow enough **time** for each task
- Make sure you enter all **fixed appointments**

| | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|------------------|--------|---------|-----------|----------|--------|----------|--------|
| 8 a.m. | | | | | | | |
| 9 ⁰⁰ | | | | | | | |
| 10 ⁰⁰ | | | | | | | |
| 11 ⁰⁰ | | | | | | | |
| 12 p.m. | | | | | | | |
| 1 ⁰⁰ | | | | | | | |
| 2 ⁰⁰ | | | | | | | |
| 3 ⁰⁰ | | | | | | | |
| 4 ⁰⁰ | | | | | | | |
| 5 ⁰⁰ | | | | | | | |
| 6 ⁰⁰ | | | | | | | |
| 7 ⁰⁰ | | | | | | | |
| 8 ⁰⁰ | | | | | | | |

Look at this weekly diary ...

| | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|------------------|---|--|---|--|---|-------------|--------|
| 8 a.m. | Drop kids at Kura |  | | | | | |
| 9 ⁰⁰ | EIT | Dr appointment | Go to Gym | EIT | EIT | | |
| 10 ⁰⁰ |  | | EIT |  |  | | |
| 11 ⁰⁰ | | Check Facebook family |  |  | | | |
| 12 p.m. | | Lunch | Lunch | Lunch | | | |
| 1 ⁰⁰ | Lunch with Bob | EIT | 30 min Run | Gardening | Lunch | Family Time | |
| 2 ⁰⁰ | |  | Shower watch TV | Mow lawns | Pay Bills | all day | |
| 3 ⁰⁰ | | | | | | | |
| 4 ⁰⁰ | Pick kids up contact neighbour re kids tomorrow | Pick kids up from neighbour | Pick kids up | Pick kids up | Pick kids up | | |
| 5 ⁰⁰ | | | | 30 min Run | Go to Gym | | |
| 6 ⁰⁰ | | | | | | | |
| 7 ⁰⁰ | Study | Rugby practice 6.30 start | Study | Study | socialise with friends | | |
| 8 ⁰⁰ |  | |  |  | | | |

Now prioritise the items ...



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 ELT 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

Advantages of using a diary

- Electronic

- Synchronise data between devices ~ enter once
- Sharing calendars with other workers
- Storing recurring events quickly
- Set reminders for priority items
- Store notes

- Paper

- Visually pleasing, feels good to write things down
- Carry it anywhere
- Great for unlocking creativity eg planning tasks
- No IT skills needed

Disadvantages of using a diary

- Electronic
 - Confidentiality when sharing with colleagues
 - May be held only on desktop computer
 - System failure
 - Lack of training in using scheduler
 - Hackers
- Paper
 - Corrections, additions or changes to priorities not simple
 - No sharing

De-clutter

- De-clutter your work area to improve efficiency
- Organise information

De clutter and organise your desk or study area

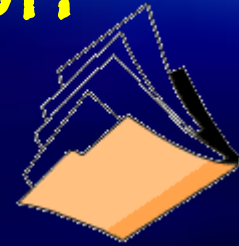
- ~ Clear your desk ready for action
- ~ Before you start a task, organise the resources necessary to complete the task



- Advantage ~
 - ~ When you can find things easily you don't waste time 'hunting' ~ so, have a place for everything
- Disadvantage ~ you may have to
 - ~ Buy a desk organiser or shelving unit
 - ~ Buy a filing cabinet



Organise information



- File things correctly
 - ~ Put things in folders and NAME the folders
 - If your filing system is not logical you won't find things easily or you might not find them at all!
- Keep PEOPLE information
 - ~ Get a phone list of all YOUR contacts and include their office address or street address
 - Finding phone numbers and addresses takes precious time



Post-it notes



- Use Post It notes to organise yourself and your tasks



- Place the Post It notes where you will notice them first thing in the morning
- Place them on your computer keyboard at work
- Use electronic post its on your computer
- And when finished – throw it away
- Disadvantage – might be removed by someone else

Whiteboard or Pinboard



- Use a whiteboard or pinboard
 - Write reminders on the whiteboard in different colours
 - Erase reminders no longer needed
 - Don't clutter the whiteboard
 - Make sure other workers do not erase your reminders
 - Put notices up on the pinboard
 - Clear old notices away
 - Don't clutter the pinboard

Everyone wastes time.

It is part of being human.

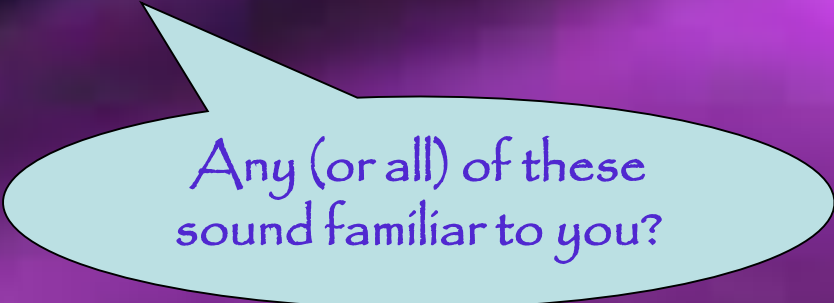
How do you solve your time management problems?

- You need reasons and motivation ~ a goal that is important to **YOU!**
- Decide to be successful at managing your time then go ahead and **DO IT**
- Take one step at a time eg start using a diary and prioritise your tasks
- Once you begin, and see some changes and gains, you will strengthen your own resolve to continue



How do we waste time on non-urgent matters...

- Being easily distracted by unexpected visitors
- Texting
- Watching too much TV
- Spending too much time on the internet and Facebook
- Leaving things until the last minute - procrastinating
- Spending too much time reading and sending emails
- Socialising with friends



Any (or all) of these
sound familiar to you?

- Some interruptions are unavoidable.
You need to learn **strategies** or **methods** you can use to **lessen the impact of these diversions**, so that you can concentrate on dealing with your **priority non-urgent matters**.



Unexpected visitors

- Schedule all visitors who will help you to achieve your priorities
- Avoid drop in visitors so you can achieve your goals
 - ~ keep your door closed at work or don't answer the door at home
- Be available at certain times only and let everyone know it!
 - ~ Write these times into your diary
 - ~ Or put a note on the door
 - if they are your friends and they know what you are trying to achieve, they will respect the times you give them
- Find a hide-away where you avoid these people
 - ~ eg the local library or a vacant office at work



Phone interruptions



- If the call is something to do with one of your priority items, then take the call
- If the call is nothing to do with one of your priority items
 - tell the person you will call them back
 - or send an email instead
 - whichever you do, keep the call or email short and to the point
- Schedule time to make phone calls in your diary
- Don't have your cell phone with you when you study!

Texting

- You could send a text to all your friends telling them you are studying but will be free after a certain time
 - if they are your friends and they know what you are trying to achieve, they will respect the times you give them
- If you are studying, leave your cell phone in a different room
- Don't read texts immediately unless you can see it is from someone important eg your kid's school office
- Don't reply to texts unless the text is urgent



email or other written communications



- Don't respond to your email “on demand”
- Turn off email announcement features
- Schedule time each day to review and answer your email
 - ~ Schedule it in your least productive time, saving your most productive time for other more demanding tasks with no interruptions
 - ~ Delete the junk **WITHOUT** even looking at it!
- Keep all emails short and to the point and use an informative subject line

junk mail in the letterbox

- Put up that sign



- Pile it up and put it out of sight
- If you love to look at it, then **HOARD** it and use it as a special treat when you have completed a priority task



using Internet, Facebook, TradeMe or watching TV

- Schedule in TV time, video watching time, game playing
 - Decide what program you want to watch and put it in your diary
 - Reward yourself when you complete an urgent or important task and have some game time or watch a video
- Schedule in internet, Facebook and TradeMe time
 - Put it in your diary
 - Limit your surfing to certain things



Controlling your *study environment* ...

- Managing your time is **NOT** just to do with work or study.....

It's to do with controlling your environment so you can complete your priority tasks

- Inability to say no to family members if it will interfere with you achieving completion of your priorities
 - be assertive - explain why it's "No" - often that makes it easier for the other person to accept it
 - don't attempt to do too much - look at your priorities
 - try to delegate tasks to someone else
- Put away the phone, the kids and the animals!



Procrastination

I'm very busy doing things I don't need to do so I can avoid doing what I am supposed to be doing!



What does Procrastinating mean?

- Procrastinating is putting off the things that you should be doing now
 - until later and later and later, while doing many non-urgent, unimportant things
 - waiting till you are “in the mood”
 - being afraid of failing (lack of planning?)



- Find out **YOUR** common delay tactics

- What tasks do you keep putting off?
 - Think about the task – is it always the same ‘type’ of task?
- What excuses do you have for putting off that particular job?
 - are you being a perfectionist? are you scared of failing?
- Review your diary – are you allowing enough time in your day to complete the tasks
 - or do you feel overwhelmed
- Are you planning for all the necessary steps?
 - Check your diary and adjust as needed


Avoid the pitfalls ...

- Get you and your environment organised
- Don't procrastinate
- We can't change the speed of time but we can manage how we use the time at our disposal
- And ... for your own benefit, you can also



Find YOUR productive time ...

- Analyse yourself ... do you work best ~
 - ~ early in the morning
 - ~ mid-morning
 - ~ midday
 - ~ early in the afternoon
 - ~ early evening
 - ~ late evening



Are you a lark
or an owl?

Use YOUR productive time ...

- Analyse your tasks – find the “big chunks”
 - Schedule your time so that you do these tasks at your best productive time; focus entirely on them so that you CAN meet deadlines

and Visualise success ...

- Expect to succeed
- Imagine yourself accomplishing your goals

and then get into action and

DO IT!

