

Managing YOUR time



De-clutter

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

De clutter and organise your desk or study area

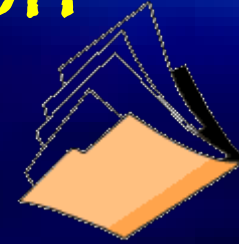
- Clear your desk ready for action
- Before you start a task, organise the resources necessary to complete the task



- 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.

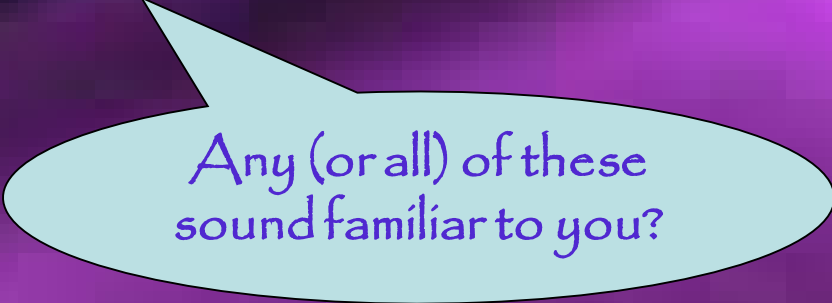
How do you solve your time management problems?

- 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



facebook

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 | don't need to do so | can avoid doing what | am supposed to be doing!



~~NEXT WEEK~~

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!



- Go back to the workbook now to start using Google Calendar

