

4WRD Time Management



How to manage your time for your success!



Today's Session

Time: Where does it all go?

- What is time management?
- Why time management is important
- Benefits of time management
- Time management techniques
- Time management and well-being



Can we lose time? Think about how you feel about your day...



In the morning,
I feel...



Midday
I feel...



In the evening,
I feel...



“

While we can't lose time,
we can surely waste it.

How do you define time management?



Jot down your definition in your notes or workbook.



Defining time management

Time Management:

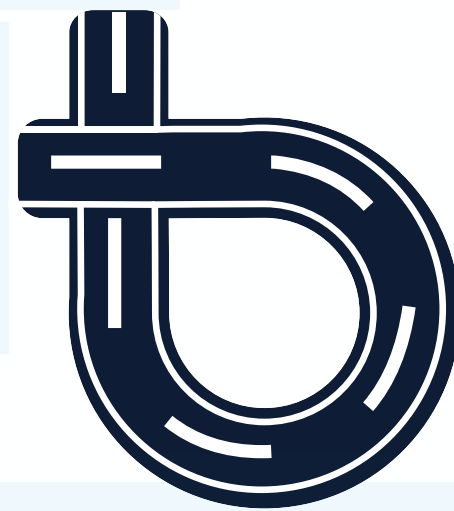
(n): the process of organizing and planning how to divide your time between specific activities. Failing to manage your time damages your effectiveness and causes stress.



Reason #1 Why Time Management is Important

Performance is tied to achievement + results

This is known as our productivity



Productivity correlates with time management

With poor time management, productivity suffers



If productivity suffers, performance will suffer

Reason #1 improving time management is important

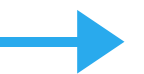


What we accomplish + achieve will suffer



**On a scale of 1-10,
how do you rank
your productivity?**

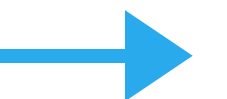
**What could you
accomplish if you
could be more
productive?**



Reason #2: our well- being

When we don't manage our time well, we are likely to find ourselves:

- feeling overwhelmed with what we need to do or accomplish
- procrastinate poorly
- miss deadlines
- race against the clock to get things done
- exhibit poor-quality work
- damage our reputation/stall our careers
- increase stress
- negatively impact personal + professional relationships



Time Management Benefits:

- Greater productivity and efficiency
- A better professional reputation
- Less stress
- Higher energy
- Increased opportunities for advancement
- Greater opportunities to achieve important life and career goals
- Better work life balance including more “free” time
- Feeling better about ourselves
- Relating more positively to others
- An enhanced sense and feeling of well-being



Steps to Become a Better Time Manager

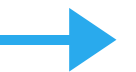
1. Perform a “time audit”
2. Set priorities
3. Get Organized
4. Avoid multi-tasking
5. Schedule smartly
6. Use time management tools
7. Delegate
8. Practice Proactive
Procrastination
9. Manage time wasters
10. Stay healthy and re-charge
your batteries



Activity Time

Reflection

Perform a time audit for your day so far. Where were you productive? Where did you tend to get distracted? Take note of your most productive time of the day. Also notice how you were wasting time, what were you doing? What are ways you can prevent yourself from wasting time?



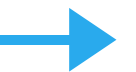
Set Priorities

Important

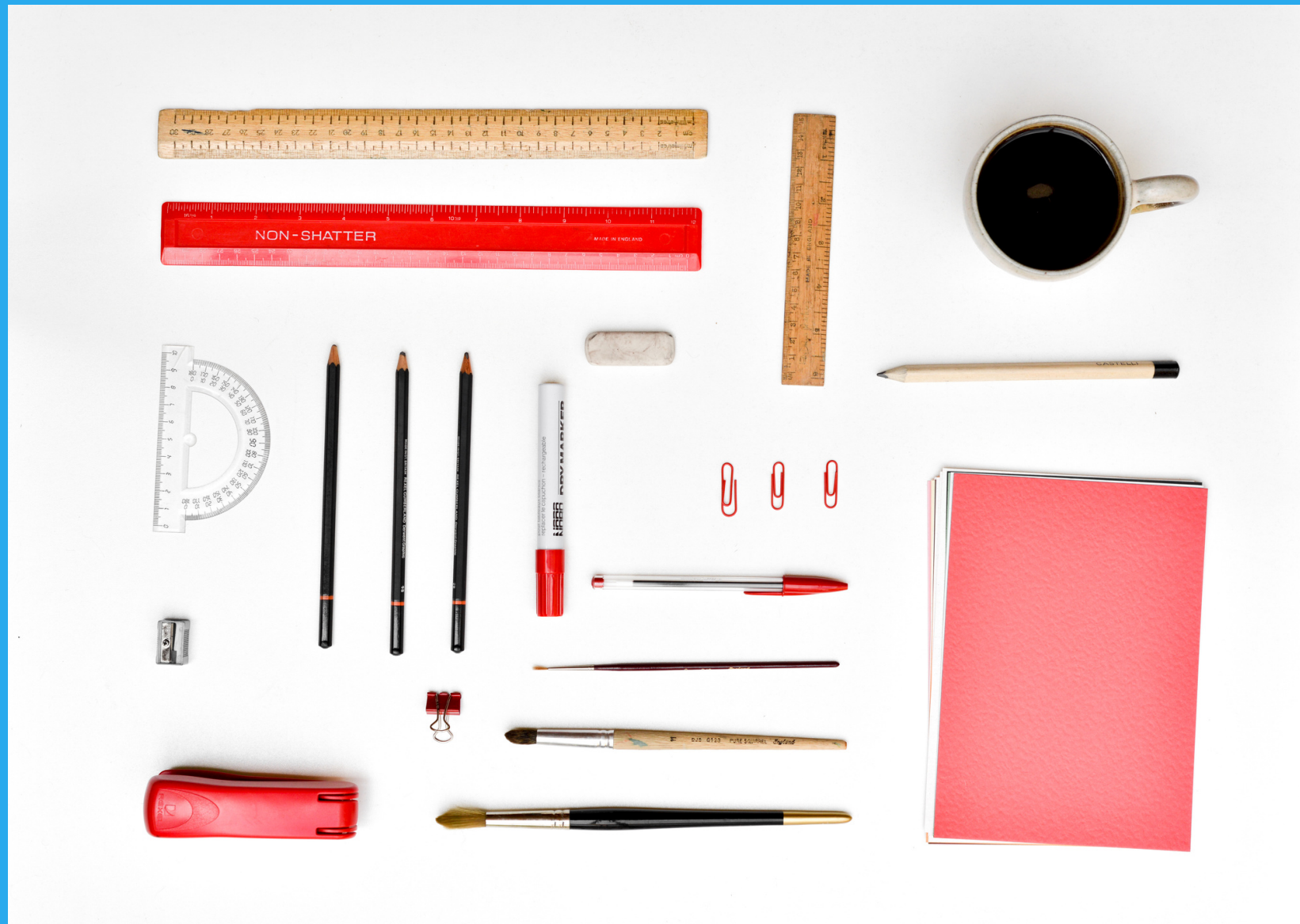
**Not
Important**

Urgent

Not Urgent



Get Organized



Physical Organization

v.

Information Organization



Avoid Multitasking



Multitasking can lower your comprehension level and overall intelligence by 11%

Multitasking inhibits performance, dropping productivity by 40%

You can accomplish twice as much in a workweek if you work on one thing at a time

Task Chunking and Time Blocking

Task Chunking

Break big projects into smaller, easier to digest "chunks"

Time Blocking

Block your day into pre-scheduled periods of time for certain tasks



Schedule Smartly

- Determine your productive times.
- Adjust your schedule and your priorities for when you are most productive
- Schedule smaller tasks like basic emails, list making, reading, watching webinars, etc. in your less-productive or “waiting times”
- Avoid non-productive activities except for when there is nothing else pressing UNLESS you need a “mental break.”
- Similarly, limit scheduled time to about 3/4 of your day to keep time allowed for creative activities like planning, dreaming, and thinking



Use Time Management Tools



Time Trackers



Apps



Browser Extensions



Delegate Effectively

- Identify what we need to do ourselves
- Define other tasks and expectations
- Assign tasks to person with appropriate skills, experience, interest, and authority
- AND THEN LET THEM DO IT



Proactive Procrastination?

Accept that
you're
procrastinating

Schedule big
projects for most
productive time

Take care of
smaller tasks in
non-productive
times

Set a schedule
for "buckling
down"



Manage Time Wasters



Handheld Devices

Email

Unexpected Visitors

Meetings

Family Obligations

Excessive
Commitments

HEALTH AND REJUVENATION



Nothing we've talked about will be possible if we don't maintain our health, happiness, and sanity.

Take a minute to reflect on your well-being and how it might be impacting your productivity.



Worksheet

Let's analyze your time management skills.



Question 2: How can improving your time management help you make progress on your goals? Think about the progress (or lack of progress on your goals). How will these strategies help?

Question 1: Choose three of the techniques from this course and write down how you plan to implement them. Why did you choose these particular techniques?

Question 3: Think about your well-being in relation to your time management skills. Are you experiencing burnout? What are things you can do to remedy this?

Summary

Our time management

can impact every aspect of our lives.

The good news?

We can build and improve our time management skills with the techniques discussed in this course.

Nothing we've discussed

matters if you don't maintain your health, happiness, and well-being. Make this a priority!



Thank you for joining!

if you have any questions or feedback,
please reach out to us at
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