



Time Management

Manage your time for your success!

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What is Time Management?

Time Management is 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.

Why is time management important?

Time management...

Improves our performance and the results we are able to achieve.

Reduces stress and improves well-being.

Benefits of Good Time Management

- 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

How to become a better time manager:

1

Perform a time audit

Use time management tools

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2

Set priorities

Delegate

7

3

Get organized

Practice proactive procrastination

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4

Avoid Multitasking

Manage time wasters

9

5

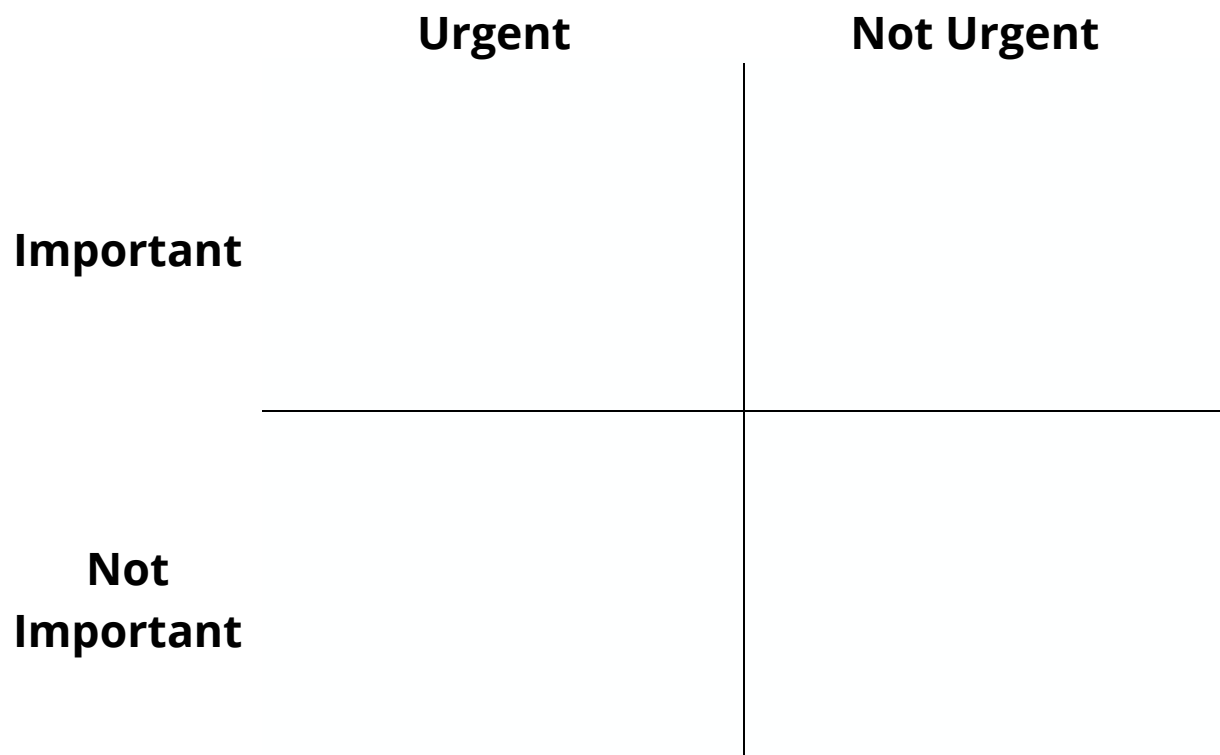
Schedule smartly

Stay healthy and recharge your batteries

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Perform a time audit:

Set Priorities



Get Organized

Physical Organization

Information Organization

Avoid Multitasking

Task Chunking	Time Blocking
Break big projects into smaller, easier to digest "chunks"	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

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 times

Take care of smaller tasks in
off-peak times

Set a schedule for "buckling
down"

Manage Time Wasters

Think about which ones affect you and brainstorm ways to combat your biggest time wasters

Handheld devices

Emails

Unexpected Visitors

Meetings

Family Obligations

Excessive Commitments

Time Management

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?

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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?

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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?



Thank You!

We hope you found this workbook on time management useful. We'd love to hear how we helped! Tell us about your experience or how you've improved your goal-setting skills via the contact details below.

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