

# Time Management Tips...



# Time Management

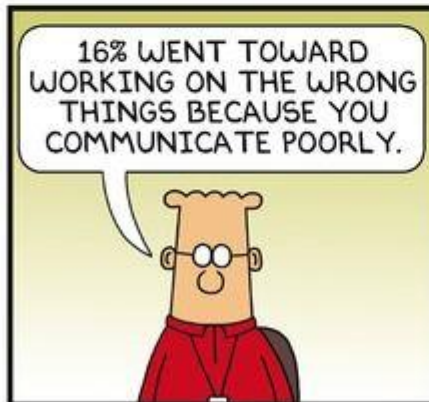
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7-31-16



# Time Management Overview

- Planning
- Time Wasters
- To-do List Hints
- Keep Organized
- Scheduling Yourself
- Procrastination
- Delegation
- Meetings
- Mobile Technology
- Recap

# Time management = Self management

We have all heard of 24 / 7 / 365 and we each have 24 hours every day, so why is it that...some people can run organizations or countries, while others seem to get bogged down in the simplest job?

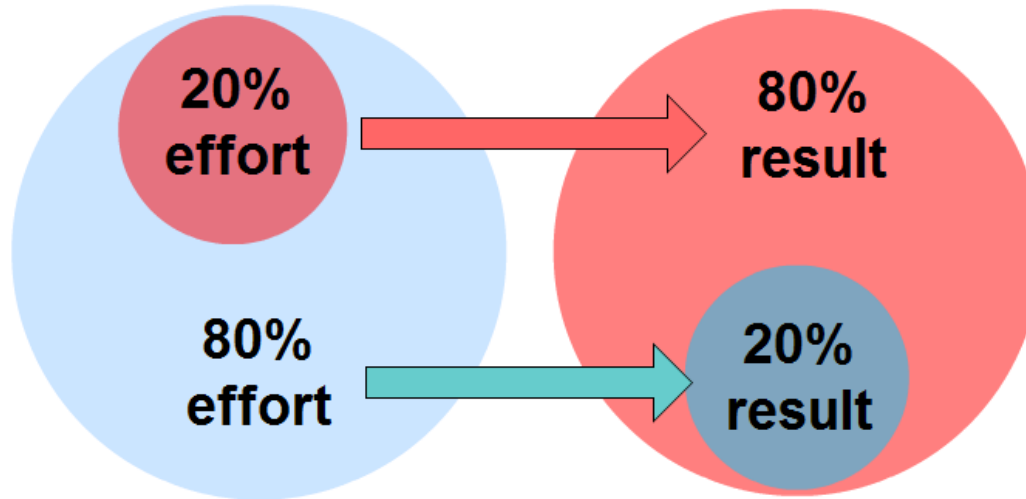
**The secret lies in effective time management**

**Time management is really self management!**



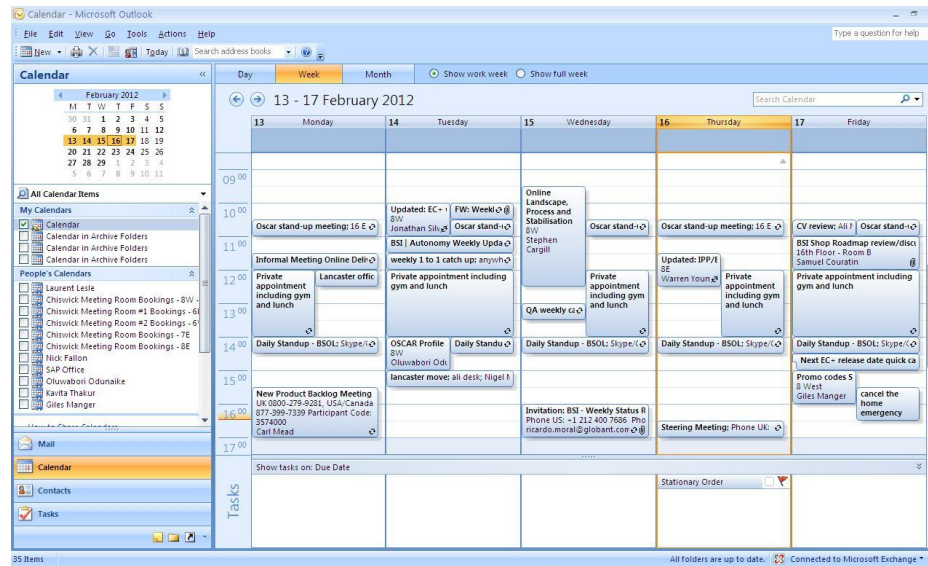
# The 80/20 Rule

- 80% of the results flow out of 20% of the activities.
- The bulk of critical and necessary work (80%) is achieved during the initial stages (20%)
- The last few fiddly and often unnecessary tasks (20%) take the majority of the time (80%)



# Planning

- Failing to plan is planning to fail
- Plan Each Day, Each Week, Month – at a minimum
- You can always change your plan, but only once you have one!



# Time Wasters

- Failing to plan
- Lack of focus
- Interruptions
- Crises
- Procrastination
- Inappropriate training
- Inappropriate use of technology
- Poor delegation (or NO delegation)
- Meetings
- Telephone calls
- Distractions







# Internet Time Wasters

- Use trusted sites for research
- Minimize Internet “rabbit holes”
- Honor company policies on personal internet use
- Take “Blue Collar” breaks for personal browsing if allowed
- Facebook
- Twitter
- “Other” social” media

# Email Time Wasters

- Too verbose – keep it short
- Use Skype, Slack, or another form of IM to keep it short and to the point
- Copying unnecessary people
- Know when not to respond
- Using your email as your to do list
- Unorganized email
- Misunderstood content
- Quick phone calls can sometimes be more brief, to the point, and potentially cause less confusion

# To-do List Hints

## Classification of Things:

- Must Do's
- Should Do's
- Nice to Do's

## Use an ABC Classification in this way:

- Priority A – Must Do
- Priority B – Should Do
- Priority C – Nice to Do

# To-do List Hints

## How to Prioritize:

- Time factor/urgency
- Who wants it? Customer/boss
- Deadline
- Duration of the assignment
- Any link to another party/process?

# To-do List Hints

## 4 Quadrant Method

	Due Soon	Not Due Soon
Important	<b>1</b>	<b>2</b>
Not Important	<b>3</b>	<b>4</b>

# Keep Organized

- Clutter is death; it leads to thrashing.
- Keep desk clear: focus on one thing at a time
- A good file system is essential
- Touch each piece of paper once
- Touch each piece of email once; your inbox is not your TODO list

# Scheduling Yourself

- You don't find time for important things, you make it
- Everything you do is an opportunity cost
- Learn to say "No"
- Reduce frequency and length of interruptions (turn phone calls into email)
- "I'll do it if nobody else steps forward" or "I'll be your deep fall back"
- Cutting Things Short
  - "I'm in the middle of something now..."
  - Start with "I only have 5 minutes" – you can always extend this
  - Stand up, stroll to the door, complement, thank, shake hands
  - Clock-watching; on wall behind them

# Procrastination

***“Procrastination is the thief of time”***

**Edward Young  
Night Thoughts, 1742**





# Procrastination

- Poor time management
- Inability to prioritize
- Overload of tasks
- Anxiety about the task, so time is spent worrying rather than doing
- Not knowing what is required
- Being bored by the task
- Avoidance of things which are disliked or difficult
- All-or-nothing thinking, where one setback is seen as a total catastrophe
- Perfectionism, often associated with unrealistic standards

# Procrastination - Tips

- Keep your To-do list and schedule in front of you
- Prioritize the most important things and get them out of the way
- Choose your poison – you can't do everything all the time
- Spend more time doing – less time worrying
- Have all the facts about the task
- Get rid of as much clutter as you can – clutter causes confusion
- Try and eliminate as much multi-tasking as possible
- Being bored by the task – develop a “somebody has to do it” attitude
- Try and get help with things which you dislike or find difficult

# Delegation

- No one is an island
- You can accomplish a lot more with help
- Grant authority with responsibility
- Provide concrete goals, deadlines, and consequences
- Give encouragement
- Don't micro-manage, but get periodic updates

# Meetings

- Obtain or create a written agenda
- Review the attendee list
- Stay on schedule
- Use the “parking lot” to manage off topic discussions
- Prewire Important Points and Decisions
- Take Notes For Yourself
- Follow up on the meeting

# Use of Mobile Technology

- Email
- Texting
- Calendar
- Camera – use in lieu of a scanner
- There are tons of mobile productivity Apps
- Communication Hotspot for your laptop

# Recap, comments, and questions

- Time Management is primarily about managing yourself
- Plan, Plan, Plan ... and always have up-to-date To-do's
- Minimize the time wasters
- Organization and Scheduling is key
- Eliminate procrastination
- Delegate where possible
- Using meetings wisely
- Use mobile tools to your advantage
- Questions and wrap-up