

Effectively Managing Your Time

Sue Bennett

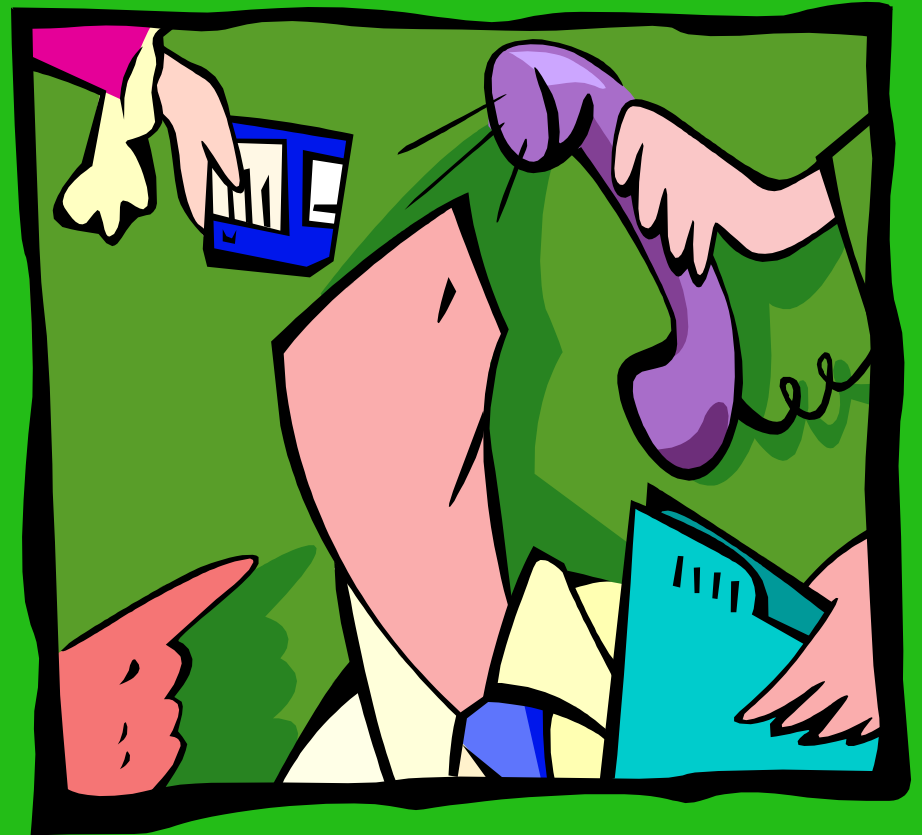
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Objectives for Session

- Heighten Awareness
 - Big Picture-Stresses
- Discover Motivations-
 - you can be active in time management
- Planning
 - Short term-Long term
- Practical Tools

What are the Benefits of Being Too Busy?

**Offers
Validation**





- What can I give up?
- How can I realize these benefits in other ways?
- Am I willing to make the commitment?

Take Charge of Your Life

- Set daily and weekly goals
- Quality vs quantity:
 - Be efficient but also be effective
- Time is a valuable resource
 - ultimately your *choice* is how you spend it



Tip! Adopt a planning tool! If you already have one, assess if it is really the best for you. Try different systems, borrow a friends PDA or day planner.

ABC's of Time Management (What is my work?)

A Tasks – Important *(to you and your job!)* & urgent
Submit grant proposal by deadline

B Tasks – Urgent but not *necessarily* important
(what' the IMPACT?)
Set-up the conference room for a meeting
“Call me RIGHT back”
Fighting Fires!

C Tasks – Important but not urgent
Write book or research paper
Strategic Planning
New Program Planning

When to Tackle those Tasks?

- 5 minutes of terror tasks ASAP
- Take advantage of personal peak hours
- Set specific times for routine tasks (e.g. email)
- Group like tasks (returning calls)
- Schedule time for tasks in your calendar – don't only use it for meetings or events

To-Do Lists (What do we need to do?)

- Break-down to-do's
 - Project
 - Working



To-Do Lists (What do we need to do?)

- Keep Project list visible !
 - Whiteboards
 - Keep it in the front of your planner
 - Outlook
- Evaluate how effective your lists are in helping you manage your tasks

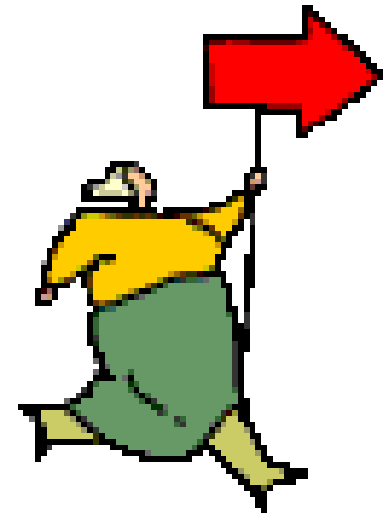
Project, long term planning lists (C tasks-How do I get it done?)

- Keep on a separate list
- Keep at least 3 items on your list at all times
 - Shorter- 20 minutes
- Gains momentum...one thing leads to another until the task is complete
- TRANSFER first 3 steps to the
WORKING LIST

Working To DO lists

(A & B tasks AND your next 3 steps for C tasks)

- Revisit your list every morning and reorder or re-write it to help keep you focused
- Set Goals for each item-WHEN
 - Keeps you realistic
- ADD to Calendar



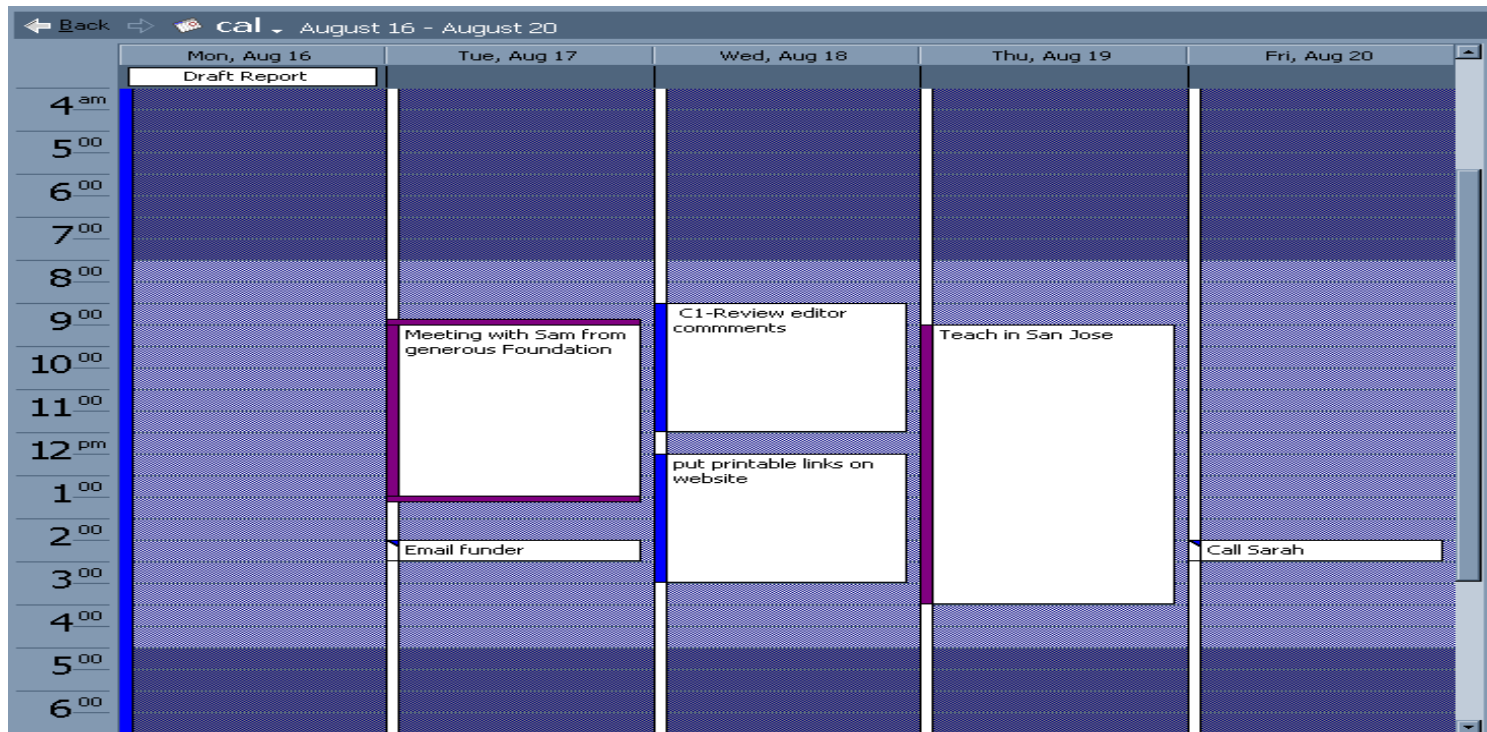
A working list in Outlook

← Back → Sue's working Tasks ▾ Addre

<input checked="" type="checkbox"/> Subject	Due Date ▲
Click here to add a new Task	
<input checked="" type="checkbox"/> put printable links on website	Mon 8/16/2004
<input checked="" type="checkbox"/> Draft Report	Mon 8/16/2004
<input checked="" type="checkbox"/> Email funder	Tue 8/17/2004
<input checked="" type="checkbox"/> C1-Review editor comments	Wed 8/18/2004
<input checked="" type="checkbox"/> Call Sarah	Fri 8/20/2004
<input checked="" type="checkbox"/> C2-Draft Flyer	Thu 8/26/2004
<input checked="" type="checkbox"/> Meet with Ed and Maria	Thu 8/26/2004
<input checked="" type="checkbox"/> C1-Email Tom for recommended	Thu 9/2/2004
<input checked="" type="checkbox"/> C3-Research Websites	Fri 9/3/2004
<input checked="" type="checkbox"/> C2-Read PC World Article	Wed 9/15/2004
<input checked="" type="checkbox"/> C3-Review current contract	Fri 9/17/2004

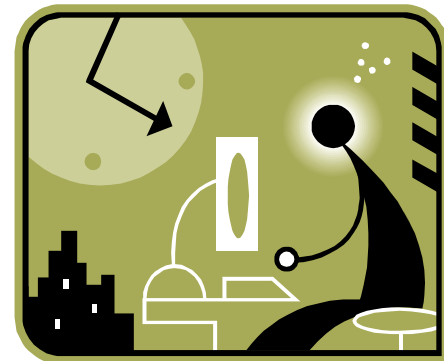
Calendar WORK not just meetings

- Don't Schedule solid
- Time after meetings
- Sync with to-do
- Group tasks



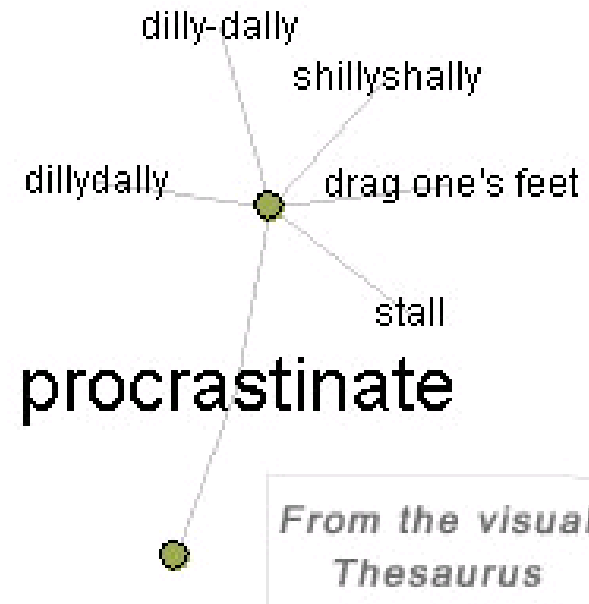
Time killers-Interruptions

- What role do YOU play?
- 3 kinds of Interruptions
 1. **Self**
 2. **Phone-Email**
 3. **“Drop by”**



Self Interruptions

- Do you need a Break?
- Or are you procrastinating?
 - It's A Habit-you can break!
 - What Can YOU change?



Phone calls



- If you don't have time **DON'T** answer!
- Turn your phone into a tool not a burden
 - Utilize the forward (delegate) function
 - Utilize the outgoing message-Away message
 - Don't let talkative callers hi-jack your time
 - Reschedule

Email

- Utilize the outgoing message-Away message
- If you work part-time say that!
- Check your e-mail x times per day
 - Schedule X amount of time to respond



Drop-in “meetings”

- Reschedule spontaneous meetings
 - Stand-up to speak with interrupters-Body language
 - Take control of the moment – finish the task at-hand first! “I’ll come by your desk in a few minutes to discuss this”
- Use your door or make a sign
- No one WANTS to cause inconvenience
 - BE HONEST! COMMUNICATE

The supervisor “Drop in”

- Ask for a scheduled check-in time
 - 1st 20 mins. Of the day/week
- Improve Communication
 - “Hey I went to this CompassPoint Class...

What are the Benefits of Effective Time Management?

- What might you accomplish utilizing these strategies?
- How will your life feel more manageable?
- Commit to tackling step # 1 today