

## Too Much To Do. Too Little Time.

### *A Course in Time Management*



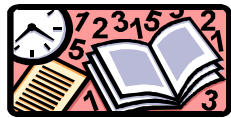
## Workshop Objectives

- Develop an understanding of time management
- Begin a personal time management assessment
- Discuss time management tips & how to avoid time management pitfalls
- Identify resources available for assistance

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## Time Defined

- U.S. culture in the 21<sup>st</sup> Century
- “Too Much to Do, Too Little Time”
- Limited
- Valuable commodity



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## Time Management



**Increase  
Efficiency**

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## Time Management: Why?

- Focus on what is important (& ignore the rest)
- Make effective use of limited resources
- Control distractions
- Reduce stress

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## Time Management: Limitations

- Increases stress
- Wastes time



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## Using Time Management

- Know thyself
- Plan
- Time management tips
- Control distractions

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## Know Thyself

### What is Important?

- What are my values?
- What are my goals?
- What is my company's mission?
- What are my company's goals?



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## Know Thyself

### How do I use my time?

- Time log
- Analyze trends
- Ask friends, co-workers & family
- Be honest
- Identify pros & cons



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## Know Thyself

### Prime Time

- Circadian rhythms
  - When do I work best?
- Schedule
  - Adjustable?
- Activities
  - What type?
- Time blocks
  - Short, but many?
  - Long, but few?

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## Know Thyself

### Time Management Tools & Systems

Which tools am I using now?



Which tools will work best for me?

Which tools have worked/not worked in the past?

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## Time Management = Plan

- Why is a plan required?
- Pareto Principal: 80/20



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## Time Management: Tools



- Calendars
  - Many different sizes, shapes & layouts to meet your needs
- Planners
  - Many different sizes, shapes & layouts to meet your needs
- Tickler File
  - For deadlines, schedule, phone numbers, etc.
- Lists
- ABC, 123



## Time Management Tips



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## Tips: Planning



- Plan time to plan
- Be realistic
- Urgent vs. Important
- Anticipate → Act
- Group
- Separate
- Schedule "down time"

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## Tips: Work Space

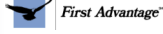


- Desktop system
- Touch each piece of paper only once
- Clear clutter
- Clear distractions



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## Tips: Meetings & Phone Calls

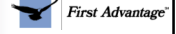


### Time Savers or Wasters?

- Meetings
- Purposeful
- Limit time
- Follow agenda
- Phone Calls
- Brief
- Information Available
- Phone Numbers Organized

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## Tips: Can Someone Else Help Me?



Do I have to do this all by myself?

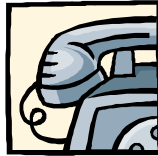


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**Tips: Take advantage of that which you cannot control**

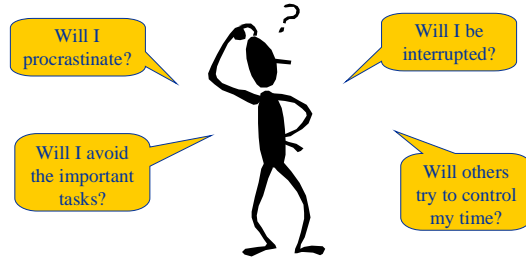
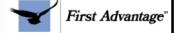


- Commutes
- “Hold” time on the phone



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**The Perfect Plan – Busted?**



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**The Perfect Plan – Busted?**



**Procrastination Questions**

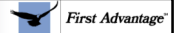
- Why do I procrastinate?
- What are my avoidance behaviors?

**Procrastination Tips**

- Recognize
- Small pieces
- Set goals
- Build incentives

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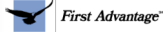
**The Perfect Plan – Busted?**



- Plan for disruptions, distractions and emergencies
- Limit & control disruptions & distractions
  - “Closed Door Time”
  - Batch Email, Voice Messages & Mail
  - Visitors: Stand-Up
  - Visitors: “How about coffee later?”

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**The Perfect Plan – Busted?**

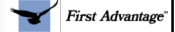


*Will Others Try to Control My Time?*

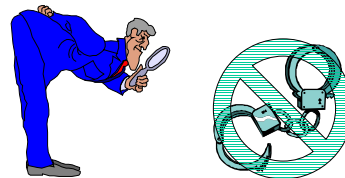
- Be careful
- Avoid doing someone else’s work
- Learn to say No
- Set boundaries

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**The Perfect Plan – Busted?**



**Time Robbers - Identify & Control**



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## Time Management Resources



First Advantage®

- Internet:
  - [www.organize.com](http://www.organize.com)
  - [www.mindtools.com](http://www.mindtools.com)
- “First Things First” and “The Seven Habits of Highly Effective People”  
Simon & Schuster Publishing

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## Workshop Summary: A Review of the Objectives



First Advantage®

- Develop an understanding of time management
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- No cost to employees
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