Effectively Managing Your Time

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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 friend’s 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

<table>
<thead>
<tr>
<th>Subject</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>put printable links on website</td>
<td>Mon 8/16/2004</td>
</tr>
<tr>
<td>Draft Report</td>
<td>Mon 8/16/2004</td>
</tr>
<tr>
<td>Email Funder</td>
<td>Tue 8/17/2004</td>
</tr>
<tr>
<td>C1-Review editor comments</td>
<td>Wed 8/18/2004</td>
</tr>
<tr>
<td>Call Sarah</td>
<td>Fri 8/20/2004</td>
</tr>
<tr>
<td>C2-Draft Flyer</td>
<td>Thu 8/25/2004</td>
</tr>
<tr>
<td>Meet with Ed and Maria</td>
<td>Thu 8/25/2004</td>
</tr>
<tr>
<td>C1-Email Tom for recommended</td>
<td>Thu 9/2/2004</td>
</tr>
<tr>
<td>C3-Research Websites</td>
<td>Fri 9/3/2004</td>
</tr>
<tr>
<td>C2-Read PC World Article</td>
<td>Wed 9/15/2004</td>
</tr>
<tr>
<td>C3-Review current contract</td>
<td>Fri 9/17/2004</td>
</tr>
</tbody>
</table>
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
  - 1\textsuperscript{st} 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