



one community now

CONNECTIONS

EMPOWERING EMPLOYMENT SUCCESS

Making Time Work for You



Everyone has the same amount of time each day: 24 hours. Some people are able to get a lot done within that 24 hours, while others struggle with the stress of balancing priorities, to-do lists and achieving goals. By sharpening your time management skills, you will enhance your productivity and achieve desired goals with less effort and more effective strategies.

This workshop will cover:

- **Why Managing Your Time is Important**
- **Who Needs to Manage Their Time?**
- **Evaluating Urgent vs. Important**
- **Setting Goals and Creating To-Do Lists**

Why Managing Your Time Is Important

- **Your time is limited:** If you want to be successful and grow in your company and career, you have to understand the importance of finding a way to manage this highly limited resource. Co-workers who are able to successfully complete tasks in less time than you, are those that will be promoted.
- **You can accomplish more with less effort:** It improves your ability to focus which enhances your efficiency because you don't lose momentum. You'll start completing tasks more quickly.
- **It improves your decision-making:** If you're consistently pressed for time and have to make decisions, you may come to conclusions without fully considering every option. You can eliminate the pressures that come from not having enough time and diminish your chances of making bad decisions.
- **You will become more successful:** It is the key to success and allows you to take control of your life rather than follow the flow of others. You will accomplish more each day, make sound decision and be noticed.
- **You will be open to new learning opportunities:** You will be more valuable to your employer. Working more efficiently gives you the time to take advantages of the opportunities around you, you can help out with other key problems and learn more about your company and other needs of your "boss".
- **It can reduce stress:** When you don't have control of your time it's easy to end up feeling rushed and overwhelmed. When you feel like you are losing time you become frantic trying to finish the project which can be unhealthy, and you will have a less clear picture of all of the demands on you.
- **It will open you up for more free time:** Most employees are hard pressed to find even 10 minutes to sit and do nothing. Good time management skills help you find that time. You can accumulate this time throughout the day to focus on pleasure or new potential projects coming at you.

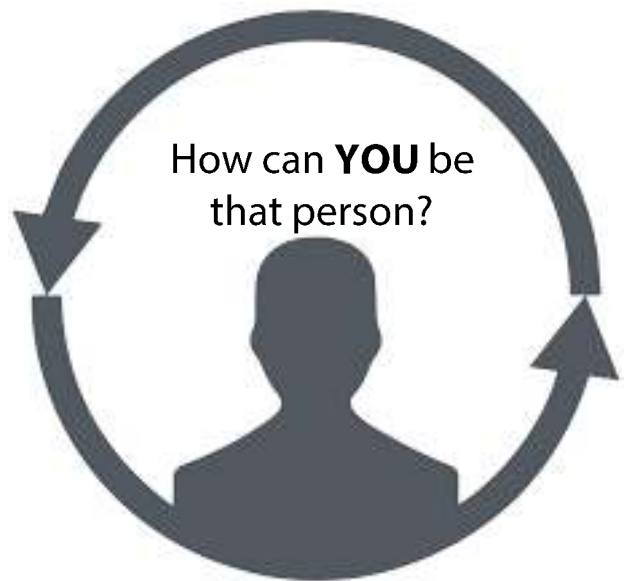
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- **The self-discipline is invaluable:** Practicing good time management leaves no room for procrastination and you become more self-disciplined. This is a valuable skill that is applicable in all areas of your job and life

Who Needs to Manage Their Time?

How do you want to be known?

- Someone who is always on time and can be counted on?
- Someone who is sometimes on time and sometimes late?
- Someone who is always late?



Answer: Everyone Needs to Manage Their Time!

Why is managing YOUR time important to you? What could you be doing more of?

What are the consequences of Poor Time Management?

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What is Procrastination?

Procrastination is “the action of delaying or postponing something or putting something off.”

Why might you procrastinate doing something you need to do?

- I am afraid of doing it.
- I don't understand it and its importance.
- I am not sure where to start.
- I have other things that I need to do. (I have conflicting priorities.)
- I think it is too big for me to tackle.
- I don't consider it interesting enough. (It's too boring or not exciting enough.)
- I become distracted.
- I simply don't want to do it.

Who do you admire for their ability to “get stuff done” and why?

What do you think is their secret?



Evaluating Urgent vs. Important

The Eisenhower Method: The “Eisenhower Method” is a useful time management tool for getting things done. It stems from a quote attributed to Dwight D. Eisenhower: “I have two kinds of problems, the urgent and the important. The urgent are not important, and the important are never urgent.” This model will help you evaluate what you are doing with your time and learn how to prioritize your actions.

	Urgent	Not Urgent
Important	1 crisis pressing problems projects with close deadlines	2 preparation planning new opportunities relationship building
Not Important	3 interruptions some calls some emails some meetings	4 busy work some calls some emails time wasters

Consider each item that you need to do in a given day as one of four categories:

1. Important and Urgent

These items are rare, so we don't give it a lot of our time. They tend to be the things that pop up last minute, or that we have put off until the last minute. We can't always predict when they will appear, so leave time in your schedule to accommodate them when they do appear.

2. Important but Not Urgent

We don't spend enough time in this area. We can become more successful by accomplishing things in this category. This can only be done by linking the item to a bigger goal so we can see the benefit of accomplishing it. You need to leave a lot of room in your schedule to accomplish these items.

3. Not Important but Urgent

This is where we spend most of our time during the day. These items prevent us from achieving our goals. We need to determine if we can reschedule them or even delegate them to someone else.

4. Not Important and Not Urgent

This is where we procrastinate the most, doing things we don't really need to do. Try to avoid these distractions if at all possible.

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Fill in Your Own Eisenhower Method Box:

	Urgent	Not-Urgent
Important	1. 2. 3. 4. 5. 6. 7.	1. 2. 3. 4. 5. 6. 7.
Not-Important	1. 2. 3. 4. 5. 6. 7.	1. 2. 3. 4. 5. 6. 7.

What more are you able to accomplish by organizing your tasks this way?



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Setting Goals and Creating To-Do Lists

Whenever you create goals for yourself, they should be goals that you are able to attain. They need to be goals that are SMART. By making sure the goals you set are aligned with the five S.M.A.R.T. criteria (**Specific, Measurable, Attainable, Relevant, and Time-Based**), you have an anchor on which to base all of your focus and decision-making.



Specific - Your goal needs to be clear and specific, otherwise you won't be able to focus your efforts or feel truly motivated. You need to determine what do you want to accomplish, why is it important, who is involved, where is it located and which resources are involved?

Measurable – Your goal needs to be measurable so you can track your progress and stay motivated. Assessing your progress will help you feel the excitement about getting closer to achieving your goal. A measurable goal should address questions like: How much? How many? How will I know when it is accomplished?

Attainable – Your goal needs to be realistic and attainable for you to be successful. This means it should stretch your abilities but still remain possible. Beware of setting goals that someone else has power over. Things like “Get a job” and “Get that promotion” depends on who else applies, and the recruiters or managers decision. Breaking those generic goals into specific goals such as “Develop the three most important skills needed to be a desirable candidate for my dream job” is an attainable goal.

Relevant – This step is all about making sure that the goal matters to you and aligns with your other goals. If you are working in different directions, it is harder to make progress in either goal. A relevant goal can answer “yes” to these questions: Does this seem worthwhile? Is this the right time? Does this match with my other efforts/needs?

Time-based – Every goal needs to have a target date so that you have a deadline to focus on. This prevents normal, everyday tasks from taking priority over your long-term goals. A time-based goal can answer these questions: When do I want to be done? What can I do six months from now? What can I do six weeks from now? What can I do today?

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Example: Instead of a broad, unspecific goal like: *"I want to get a job,"* you should make it a S.M.A.R.T. goal such as: *"I want to update all aspects of my LinkedIn profile by the end of the week."*

What is your S.M.A.R.T. goal?



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Actions I can take right now that will move me toward my goal?

Action	Due Date	Achieved

Rules of the To-Do Lists

- Keep your lists in sight
- Make the items relevant to your bigger goal
- Make the items short, quick actions
 - Something that can be done in under 15 minutes
- If they are part of a bigger action, break it down into steps
- Prioritize actions into Urgent vs. Important and give them a deadline
- Write Daily, Weekly and Monthly goals
- Consider the consequences of poor time management
 - How do you want to be known?
 - What more could you achieve?

