



# Time Management

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life  beats

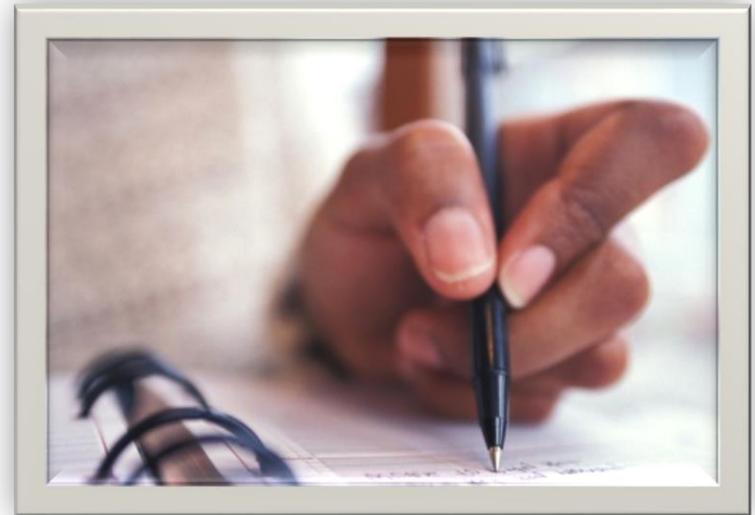
# Time Management

Time management is simply the process of expanding your open time as much as possible by eliminating waste and accomplishing more of what you want with as many minutes of your day as you can. You can use the tips in this presentation to get the most out of your personal and working time.



# Basics of Time Management

- Set clear goals and priorities.
- Schedule high priorities, both personal and professional, first.
- Stay focused on doing what is most important at any given time.
- Use only one calendar or day planner and carry it with you at all times so it's always at hand and nothing slips between the cracks. Make sure your calendar includes:
  - A prioritized daily task list,
  - An appointment schedule and
  - A task list of those things you wish to accomplish that aren't already scheduled for specific dates.



# Overarching Tenet of Time Management

Narrow the focus to a few highly important goals so you can manageably achieve them in the midst of the whirlwind of the day. - *The 4 Disciplines of Execution*



# Key Tips

- The only thing truly within our **control** is **ourselves**. Plan more realistically for the things you can't control, and learn to roll with the punches.
- **Take time to make time**. Create solitude at least once a day to plan.
- **Figuring out what your major distractions** are will help you avoid or minimize them.
- **Organize!** Clutter saps creativity and energy.
- **Know when to say no; politely**. There is not enough time to do everything. Sometimes you have to say no when asked to do someone a favor because you either don't have the time to do it well or it will interfere with your high-priority goals. Say no with a smile; they will understand.



# Further Specifics for Work

- **Concentrate.** You can accomplish a great deal more when you're not interrupted. That's why it's important to plan your schedule so you can work on several similar or related tasks in a row. Even in the busiest environments you'll want to create a place where you can work for an hour or two a day without interruption.
- **Confirm Appointments.** Avoiding just one or two broken or delayed appointments per month will save you much more time than it takes to confirm all the appointments that go off as scheduled.
- **Delegate.** Spending more time on your most important activities will make you more productive, even if it costs you extra to delegate some jobs to outside services. Successful delegating involves finding and cultivating a competent delegate, explaining the results you want until your delegate can repeat the goals back to you, and monitoring what your delegate does without over-controlling or doing the work yourself.

# Further Specifics for Work Continued

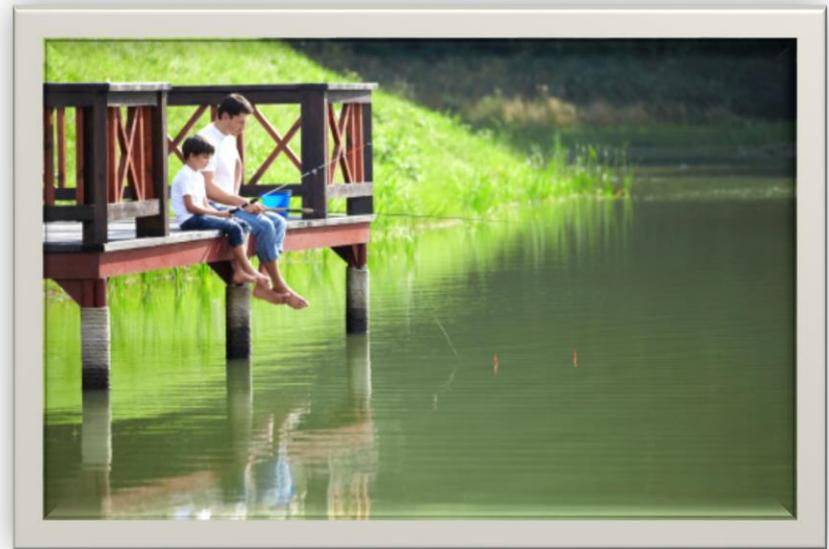
- **Do Things Right the First Time.** This is much more efficient than re-doing work several times. If you think you don't have time to do it right on the first try, ask yourself where you'll find even more time when you have to do it over.
- **Avoid Meetings Except When Truly Necessary.** You can exchange information via telephone calls, faxes, e-mail, shared documents, and by sending delegates to the meeting in your place.



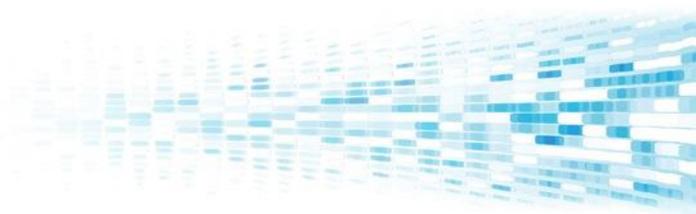
# ... and the final Tip for Time Management: Find Time to Relax

Taking time to **be a human *being* versus a human *doing*...**

- Draws one closer to family and friends by not relegating time with them to “checking off” activities
- Refreshes one by reinvigorating the mind’s ability to “think out of the box”
- Allows for self-assessment



# Resources



## Web Sites & Links

- [Click here](#) for a Time Management Checklist.
- Tips on how to get the most out of your time are offered at: [www.mindtools.com/page5.html](http://www.mindtools.com/page5.html)

## Books

- MacKenzie, Alec, **The Time Trap: The Classic Book on Time Management**. AMACOM Books, 1997.
- Moskowitz, Robert, **How to Organize Your Work and Your Life – Proven Techniques for Business, Professional, and Other Busy People**. Doubleday, 1993.
- Allen, David, **Getting Things Done: The Art of Stress-Free Productivity**. Viking Press, 2001.
- Covey, Stephen R., **The Seven Habits of Highly Effective People**. Simon & Schuster, 1990.
- Lakein, D., **How to Get Control of Your Time and Your Life**. New American Library, 1996.

Good Day!

Now that you've learned time management, enjoy your day!

# Check Signals

## pre-task analysis



**WHAT COULD GO WRONG?**

**WHAT PRECAUTIONS SHOULD I TAKE?**

**CAN I DO THE JOB SAFELY?**

## Focus - Start to Finish

Visit LifeBeats on Elements at [www:\lifebeats](http://www.lifebeats.com) for more information on time management.