



# Time Management:

“Telling Your Activities Where to Go”



## How Good Are You at Managing Your Time?



# How Often Do You Find Yourself Running Out of Time?



## Goal Setting (Questions 6 & 10)

- When you know where you're going, can figure out what needs to be done and in what order
- Without this, time gets wasted on conflicting priorities
- A little time and effort now saves an enormous amount of time, effort and frustration in the future



## Prioritization (Questions 1, 4, 8, 14, 15, 16)

- You may work hard, but you won't achieve results
- To-Do Lists are a collection of things to be done but have no rhyme or reason
- You need to work on the most important, highest value tasks first



## Managing Interruptions

(Questions 5, 9, 11, 12)

- It's hard to find uninterrupted time to work on priority tasks
- Some interruptions need to be dealt with immediately, but others need to be managed
- When interruptions are a necessary part of your job, do what you can to minimize them



## Procrastination (Question 2)

- “I’ll get to it later” can lead to your downfall!
- Work can pile up so high that tasks seem insurmountable
- Best way to deal with it is recognize you do it and identify why
- Find ways to reward yourself for getting things done



## Scheduling (Questions 3 & 7)

- Much of time management comes down to effective scheduling of time
- After identifying goals and priorities, need a schedule that keeps you on track
- Need to create a schedule that will allow you to control your time and keep your life in balance



# Goal Setting



## How to Set a Goal

- Think about what you want to achieve
- Commit to it!!!!
- Set SMART Goals that motivate you
- Put your Goals on paper
- Plan the steps you will need to take to reach each Goal
- Cross off each step and you complete it

## SMART Goals



# Goal Setting



## Why Set Goals?

- Gives you long-term vision
- Give you short-term motivation
- Gives you focus
- Organizes your time and resources
- Helps you make the most of your life

# Goal Setting



## Achieving Goals:

- When you've achieved one, take time to enjoy the satisfaction of doing so
- For significant goals, reward yourself appropriately
- Review the rest of your goals to make sure they aren't too easy, take too long, or need to otherwise be revised

# Goal Setting



## Tips to Remember:

- State each goal as a positive statement
- Be precise
- Write goals down
- Keep low-level goals small, achievable
- Set performance goals, not outcome goals
- Failing to meet goals doesn't matter, as long as you've learned from the experience

# Prioritizing



- Makes the very best use of your efforts
- Creates calmness and space in your life
- Allows you to focus energy and attention on things that really matter
- Especially important when time is limited and demands seem unlimited
- Brings order to chaos
- Reduces stress

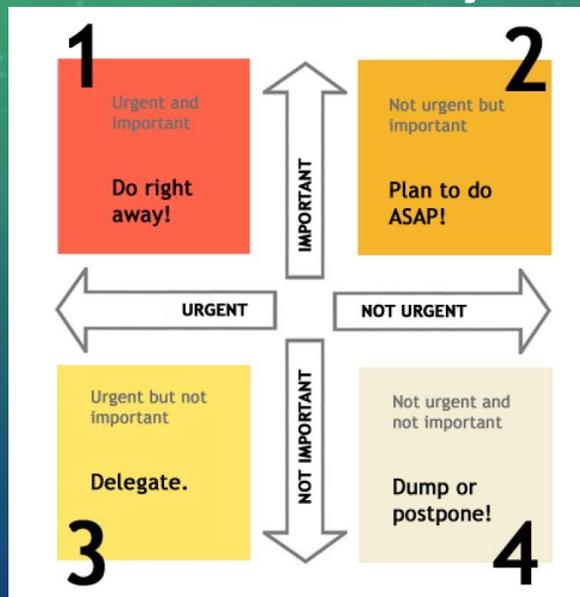
# Prioritizing

Priorities can be based on...

- Time Constraints
- Potential Profitability or Benefit
- Pressure to Complete a Task



## The Action Priority Matrix



[https://www.mindtools.com/pages/article/newHTE\\_95.htm](https://www.mindtools.com/pages/article/newHTE_95.htm)

	URGENT	NOT URGENT
IMPORTANT	1 DO	2 PLAN
NOT IMPORTANT	3 DELEGATE	4 ELIMINATE

**THE EISENHOWER MATRIX**  
*How to Make Decisions on What's URGENT & IMPORTANT*

<https://www.developgoodhabits.com/eisenhower-matrix/>

## Managing Interruptions

### Tools to Use:

- Keep an Interruptions Log
- Analyze and conquer them
- Put your phone to work for you
- Catch your breath
- Learn to say “No”



# Managing Interruptions

## Tools to Use:

- Establish “Available” and “Not Available” times
- Establish “By Invitation Only” times
- For uncontrollable interruptions, schedule at a more convenient time OR set time parameters



# Procrastinating

## How to Overcome It:

1. Recognize that you’re doing it!
2. Figure out why you’re doing it!
3. Use Anti-Procrastination Strategies



# Scheduling

Do you ever leave work after a busy day feeling as though you haven't made any progress on high-priority projects and goals?



# Scheduling



Scheduling your time helps you...

- Understand what you can realistically achieve with your time
- Make sure you have enough time for essential tasks
- Add contingency time for the unexpected things that inevitably come up

# Scheduling



## Scheduling your time helps you...

- Avoid taking on more than you can handle
- Work steadily toward your personal and career goals
- Have enough time for everything important to you
- Achieve a good work-life balance

# Scheduling

## How to schedule your time:

1. Set a regular time to do your scheduling
2. Choose a format for your schedule
3. Identify available time
4. Schedule tasks as follows:
  - Essential tasks
  - High-priority tasks
  - Contingency time
  - Discretionary time

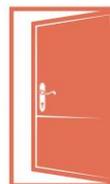


## WRAP UP:

Goal Setting  
Prioritization  
Managing Interruptions  
Procrastination  
Scheduling



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