



ACHIEVE
CENTRE FOR LEADERSHIP

PowerPoint Slides for
On-Demand Webinar

Time Management

TRAINER: Wendy Loewen

Terms, Conditions of Use, & Disclaimer

All rights reserved. No part of this publication may be reproduced, stored in a retrieval system, or transmitted, in any form or by any means, electronic, mechanical, photocopying, recording, or otherwise, without the prior written permission of ACHIEVE Centre for Leadership.

All information provided is for educational and informational purposes only. It is not intended to provide individual counselling or advice and should not be relied upon for such purposes.



www.achievecentre.com



info@achievecentre.com



1.877.270.9776

WE BELIEVE THAT EVERYONE SHOULD BE ABLE TO LIKE WHERE THEY WORK.

**“It’s how we spend our time here
and now, that really matters. If
you are fed up with the way you
have come to interact with time,
change it.”**

MARCIA WIEDER

GOALS FOR OUR TIME

- Reflect on our current time management practices and beliefs
- Consider strategies to improve time management

SUCCESSFUL TIME MANAGEMENT



COMMON TIME WASTERS

- Instant messaging
- Online distractions
- Disorganized workspace
- Poorly planned meetings
- Unmanaged interruptions
- Long coffee breaks



INSTANT MESSAGING

- Remind coworkers of the purpose of in-house messaging
- Feel free to say you are occupied and will get back to coworkers
- Put your status to busy when you need to work undisturbed

ONLINE DISTRACTIONS

- Give yourself your full lunch break
- Use an online app to block your access to non-work-related sites

DISORGANIZED WORKSPACE

- Spend some time organizing and going through your workspace
- Don't print any paperwork you don't need to
- Get rid of old mail that serves no purpose

POORLY PLANNED MEETINGS

- Ask for an agenda
- Ask if it is important for you to be present
- Ask for the start and end time and state that you have plans for after

UNMANAGED INTERRUPTIONS

- Respond quickly
- Set a system to let coworkers know you are busy
- If it is an in-person request, give them your full attention – make a decision to either take a break and deal with it or let them know it is not a good time to talk
- Develop the reputation of being focused and engaged

LONG COFFEE BREAKS

- Follow the expectations of your workplace
- Take your full lunch break
- Create social opportunities outside of work
- Work to create a healthy workplace

IDENTIFYING YOUR BARRIERS

What hinders you from managing your time?

How much control do you have over these factors?

- Instant messaging
- Online distractions
- A disorganized workspace
- Poorly planned meetings
- Unmanaged interruptions
- Long coffee breaks

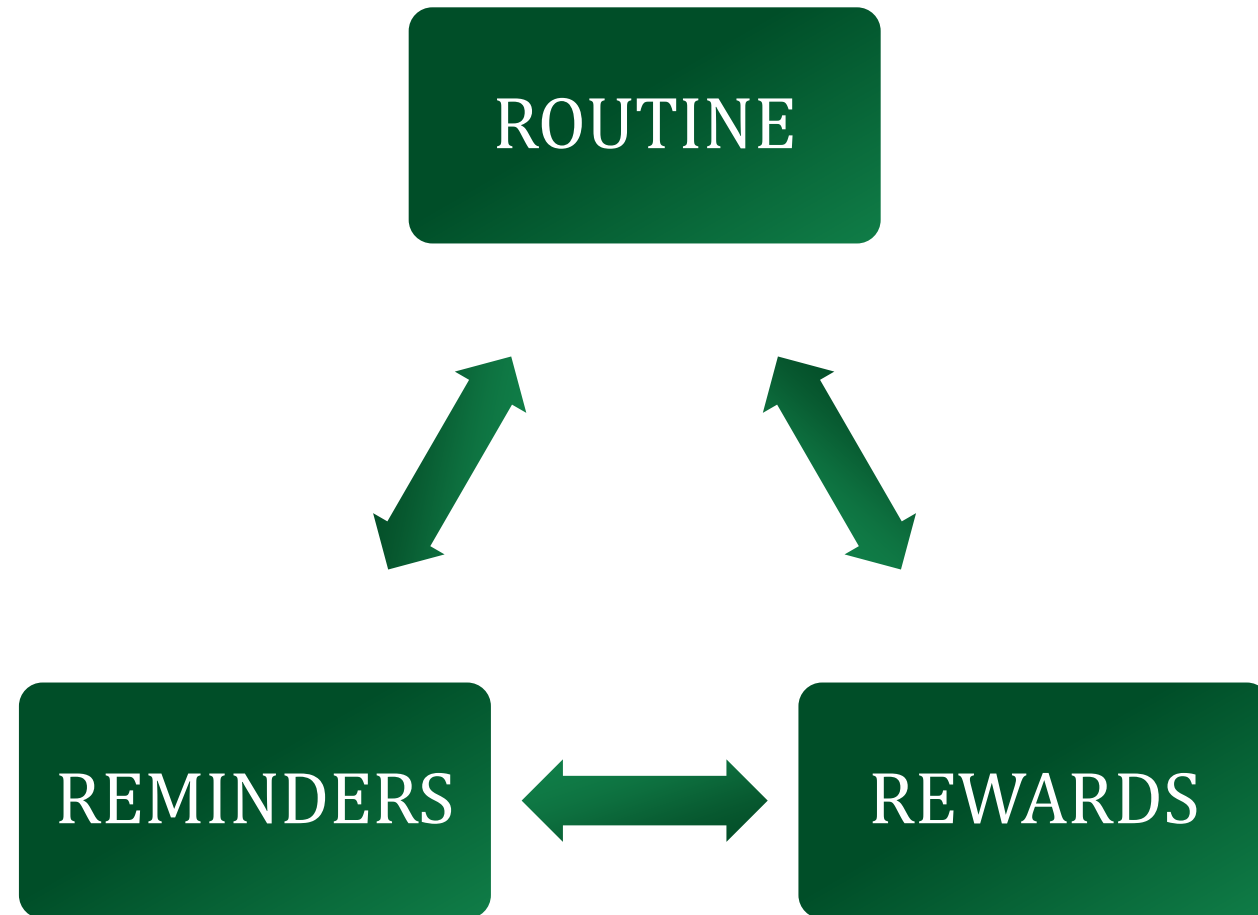
What are some possible solutions?

CREATING NEW HABITS

- Time management is not an innate trait
- Habits are difficult to change
- We can create good habits if we are:
 - Conscious
 - Consistent



CREATING NEW HABITS



USE ENERGY WISELY

- Think about rhythms of productivity
- Adjust where you can
- Remember we should sometimes conserve and sometimes spend



THE 5-MINUTE TASK LIST

Create your 5-minute list as the day progresses:

- Look over your calendar
- Clean your desk
- Clear old voicemails
- Respond to an email; flag or delete emails
- Write a thank-you note
- Shred or file paperwork
- Tidy your desktop
- Take a few deep breaths and do a few stretches

WRITE OR RECORD

- Keep your mind free
- Keep track of ideas
- Off-load your mental to-do list



LONG-TERM GOALS

- Watch what you give priority
- Know what you are aiming to accomplish
- Keep recalibrating to long-term goals



MAKE A SCHEDULE

- Be realistic
- Consider how much time tasks really will take
- Build some flex time into your schedule



EAT THE FROG

“If it’s your job to eat a frog, it’s best to do it first thing in the morning. And if it’s your job to eat two frogs, it’s best to eat the biggest one first.”

MARK TWAIN



DO THIS, AND THEN DO THAT

- Be able to shift focus quickly
- Know what to filter out
- Save yourself time by focusing and not having to redo work



CONSIDER & COMMIT

- Which habits do you already have?
- Which habits do you want to begin implementing?
 - Use energy wisely
 - Write and record
 - Focus on long-term goals
 - Make a schedule
 - Eat the frog
 - Do this, and then do that

OVER-COMMITTING

“If you don't keep an eye on the commitments you've made or are making, there is no time management technique that's going to solve that. The difficulty here is that over-commitment can be an organization-wide, cultural problem. If your manager is constantly overloading everybody, it's time to speak up.”

FROM: *THE PROGRESS PRINCIPLE*, BY TERESA AMABILE

OVER-COMMITTING

- *No.*
- *Not right now.*
- *Here's what I can do: _____*

CONSIDER & COMMIT

- Are there people and/or projects you should say no to?
- Who/what are they?
- Which of the three options would be beneficial for you to make use of?
 - *No.*
 - *Not right now.*
 - *Here's what I can do: _____*

PROCRASTINATION - DO YOU...

- Overestimate the time you have to do a task?
- Underestimate the time it will take to get the task done?
- Think you will be more motivated tomorrow, next week, or next month?
- Believe that to do a task, you need to feel like it?
- Think your work will be suboptimal if you are not in the work mode?

DEAL WITH PROCRASTINATION

- Be honest
- Keep emotion out
- Know your distractions
- Count the cost
- Know what is and is not procrastination
- Just do it!

OVERCOME PROCRASTINATION

- Chunk Tasks
- 5 Minutes Trick
 - 5 min -10 min -15 min
 - 5 min -10 min -15 min
 - 5 min -10 min -15 min
- Imagine How Good!

CONSIDER & COMMIT

- What are your excuses to put off work you know you should be doing?
- Do you have particular go-to distractions? What are they?
- Are you experiencing any negative consequences of procrastination?
- Make a commitment to change one thing. What is it?

GET ORGANIZED

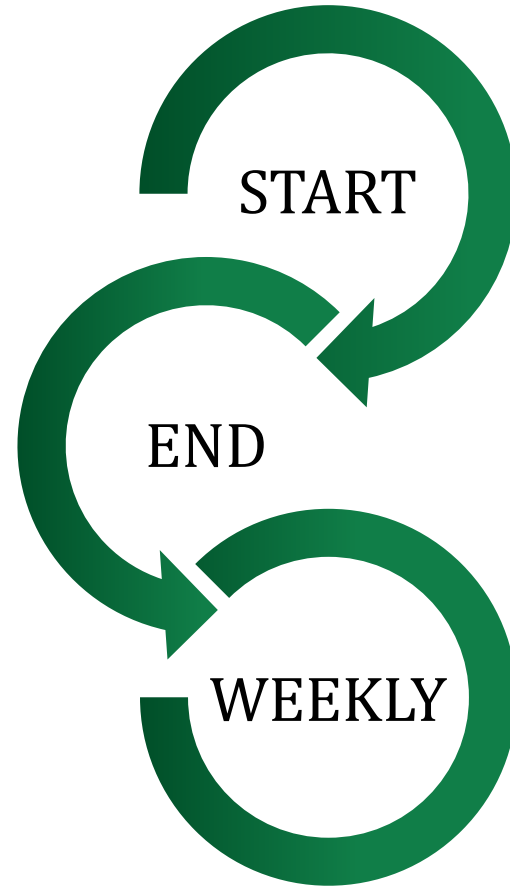
- Take it out
- Ask: What is of value?
- Put it where it belongs
- Maintain



CONSIDER & COMMIT

- What areas are you pleased with?
- What areas need your attention?
- Pick one area. What specifically needs to be done? When will you begin?
- What do you need to do in preparation?

MAKE A PLAN



BEGIN THE DAY

- Goals create focus
- Planning saves time
- This is your compass

END THE DAY

- Evaluate
- Recalibrate
- Recap

EVERY WEEK

- Preview what is ahead
- Mental heads-up
- Rework as needed

PRIORITIZE AND TAKE ACTION

- Not all items on your list have the same value
- Break tasks down
- Think in terms of *now* and *later*
- Have a time reference



CONSIDER & COMMIT

- Take time to identify your high priority items
- What are they?
- Keep these in the forefront

MYTHS

- I'm not the organized type
- I tried it once
- I'll be thought of as cold
- I will lose my spontaneity

MINDSETS

- Won't get it all done
- Work hard
- Routines are our friend
- Reflect
- Celebrate

ADDITIONAL EVENTS & RESOURCES

- Other Public Workshops
- On-Location Training
- Live and On-Demand Webinars
- Blog Articles
- Free Monthly Webinar

*Follow us on LinkedIn and Facebook to receive notices

