

# EFFECTIVE TIME MANAGEMENT

*Taking Control  
of Your Time and Work*





# Benefits of Time Management

1. Lower Stress
2. Lower Anxiety
3. Improved Reputation
4. Better Focus
5. More productivity
6. Attainment of Goals
7. Improve Confidence

8. Meet Deadlines
9. Better Decision Making
10. Improved Work-Life Balance
11. More Free Time
12. Improved Quality

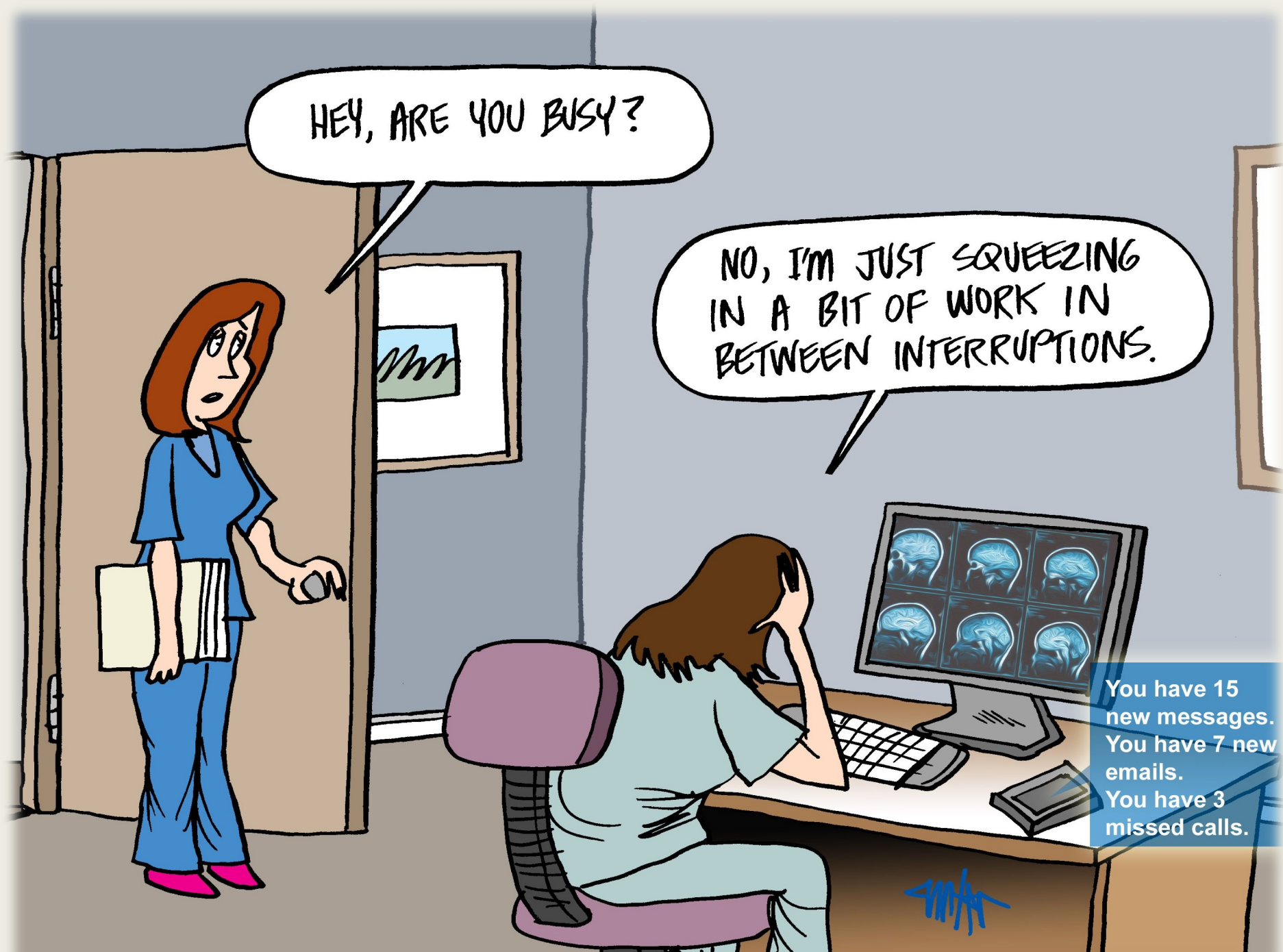






The process of organizing and planning how to allocate time between different tasks and activities.  
It allows you to work smarter, not harder, leading to greater productivity and reduced stress.





# Dealing with Time High-jackers

- Go someplace quiet
- Shut the door
- Work when others are Not
- Commit to your “focus time”
- Turn off Phone Notifications



***The first and best victory is to conquer self.***

**– Plato, Philosopher**



# Self-Discipline



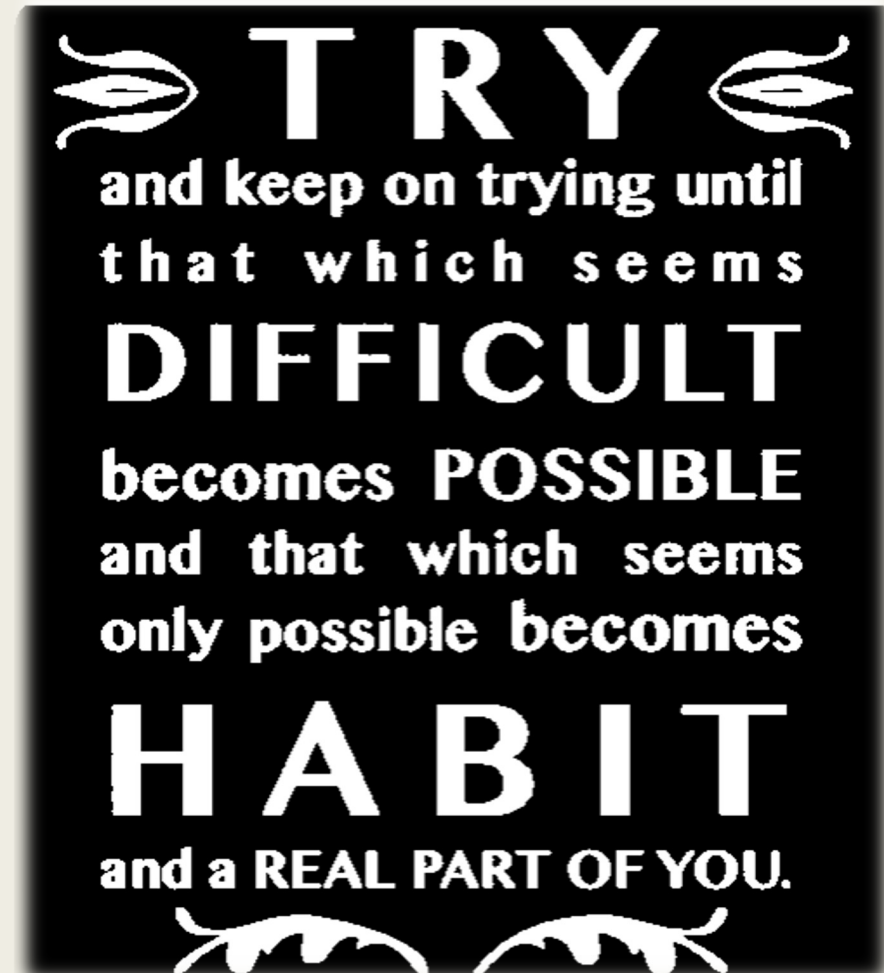
- Time management is rooted in Discipline
- Before course – 100 3 ft. puts every day
- Miss one – start over
- You choose how to spend your time
- Over time discipline leads to good habits
- Good habits lead to good character / virtue
- Consistent habits build trust

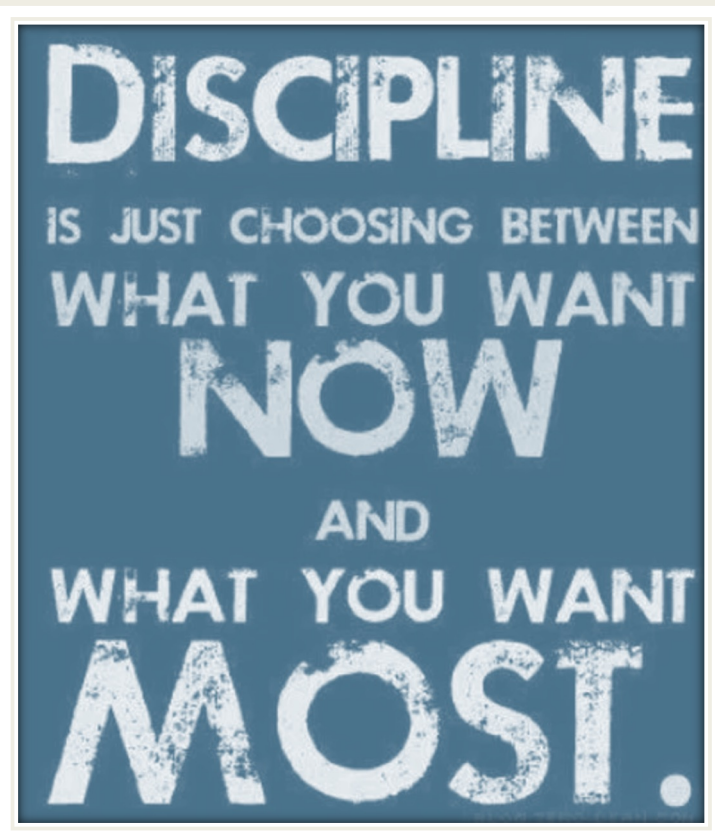


# Mama was right:

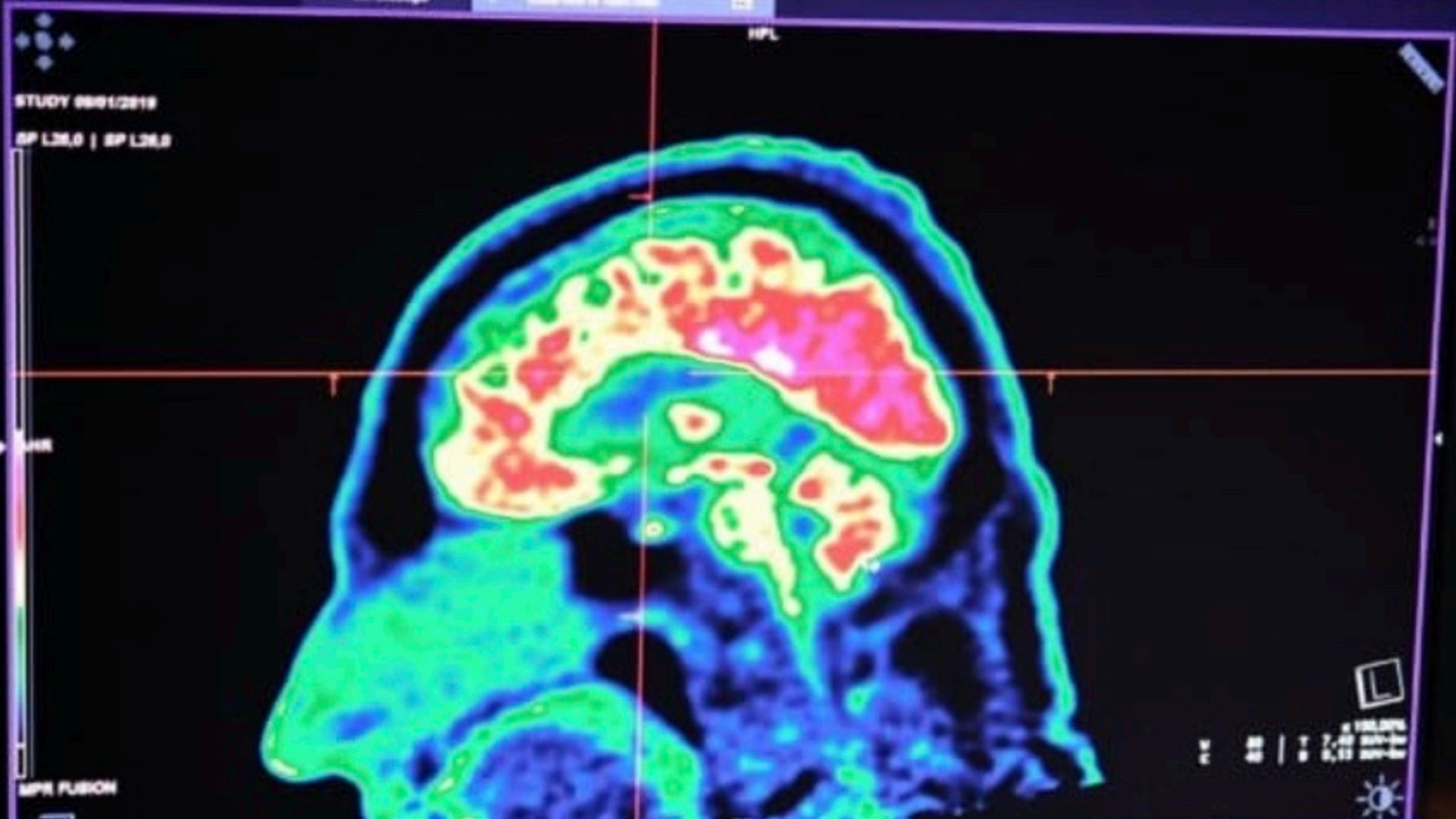
- Get a good nights' sleep
- Eat healthy
- Be on time
- Get your exercise
- Plan for your future
- Build good habits

*All essential for effective  
Time Management*







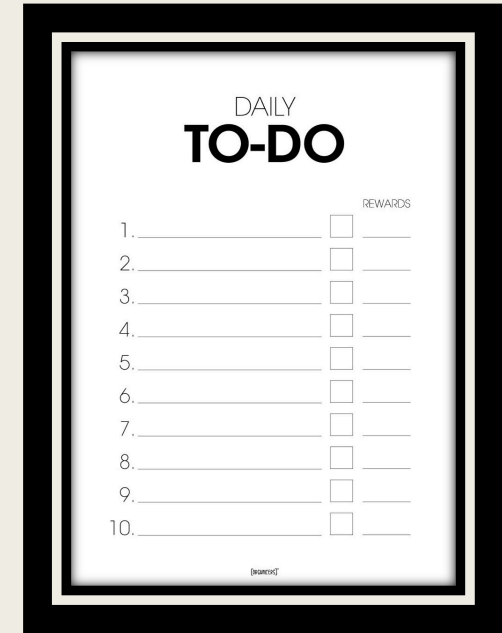




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Same Time – Every Day

1<sup>st</sup> 15 minutes – Plan Day

Complete *TO DO* List



+



=

*5 Routine Habits  
of  
Effective  
Time Manager*

Use a Timer

Complex Task - 1st

# 7 Essentials of Time Management

Goal Setting

Planning

Prioritization

Delegating

Focus – Time / Activities

Set Boundaries

Automation





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*You can't hit  
a Goal you  
don't  
set*



# The Importance of Goal Setting



- Gives clarity and direction
  - *Where we want to go*
  - *How to get there*

- Measurable
- Next level achievement

Mistakes:

- Too aspirational
- Too vague



CLARITY - on Who, What, When and How





Skepticism



Set Wrong Goals



Previous Disappointments



FEAR



Laziness



Comfort Zone



Instant Gratification

got goals?

**S**

## **Specific**

Make your goal specific and narrow for more effective planning



**M**

## **Measurable**

Make sure your goal and progress are measurable



**A**

## **Achievable**

Make sure you can reasonably accomplish your goal within a certain time frame



**R**

## **Relevant**

Your goal should align with your values and long-term objectives



**T**

## **Time-based**

Set a realistic but ambitious end date to clarify task prioritization and increase motivation





# NYAD





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# Effective Planning

- Plan your day and week in advance
- **Create “To Do” list**
- Define Priority for each
- Define “Right” time for each
- Complete Task one at a time
- Tick off as completed

**DAILY PLANNER** DATE 6 / 30 / 22  
S M T W **T** F S

TOP PRIORITIES :00 :30

✓ Departmental Meeting	5		
✓ Checking inventory	6		Get up
✓ Shipping Schedule	7	Jogging	
✓ Adjustment advertising	8	Eat breakfast	
✓ Visiting Grandma	9		Departmental Meeting
<b>BRAIN DUMP</b>	10		
• Departmental Meeting Performance Summary July Plan	11		
• Checking inventory Model 104 Model 108 Model 132	12	Have lunch	Napping
• Shipping Schedule Model 104, 1000 cases Model 108, 1000 cases Model 132, 1000 cases	1		
• Adjustment advertising	2	Checking inventory	
• Visiting Grandma	3	Adjustment advertising	
• Supermarket Shopping Beef, milk, apples, shampoo, potato chips, coke, bread, nuts, coffee	4	Shipping Schedule	
• Fitness Jogging 30 minutes Aerobics 30 minutes	5		
• Recreation Novels, music, PC games	6	Dinner	Shopping
	7		Visiting Grandma
	8	Aerobics	Recreation
	9		
	10	Go to bed	
	11		

# Effective Planning

- “To Do” list
  - *Define Important and Urgent*
  - *Urgent first*
  - *Don’t get distracted*
  - *Stay on urgent until finished*
  - *Then important in order of priority*



*Do Not put off Urgent – potential to waste the day!*



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# Prioritize : WHY?

- Creates efficiency – saves time
- Work overload – too much work
- Constantly playing catch-up
- Past Due on projects
- Feel stressed
- Not reaching career or work goals
- Work – life balance
- Improve team productivity



**ENGAGEMENT** – Of your energies through understanding importance

# Multi-tasking

***“To do two things at once is to do neither.”***

**Publius Syrus**



# Prioritize: The Ivy Lee Method

At the end of every workday, choose the six most important tasks on your list to work on tomorrow.



Then, order those six tasks in terms of priority.



When you get to work the next day, work on task number one until it's complete.



Tackle the rest of your list in the same way.



Continue until all six tasks are complete, and repeat the process every single day.

It works because:

- Simple enough to work
- Forces tough decisions
- Removes friction from starting
- Requires you to single task



Ivy Lee 1918  
Consultant to Thomas Edison

***Do the most important thing first each day !***

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**Delegating**

Focus – Time / Activities

Set Boundries

Automation



# Free Time: Delegate




- Know what to delegate
- Play to Employee strengths / weaknesses
- Define desired outcomes
- Give right authority & resources
- Establish clear communication
- Allow Failure, be patient
- Give and ask for feedback
- Give credit and recognition



LIFT – up by teaching and showing



A person wearing a light blue button-down shirt is holding a white rectangular sign with both hands. The sign has the text 'DO YOU DELEGATE ENOUGH ???' written in a black, casual, handwritten font. The word 'DELEGATE' is underlined with a thick red line. The background is a red brick wall.

DO YOU  
DELEGATE  
ENOUGH ???

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**Set Boundaries**

Automation





# Set Boundaries : The Power of “NO”



- NO Small word – big power
- 2 types of people
  - *Say NO and the rest of us*
- It is a skill
- 33% day is distractions

Why we say YES:

- 60% Say because fear disappointing
- Work Hierarchy –Yes to boss
- People pleasers

***Learning to Say NO – Is Good Time Management***



# Set Boundaries : Why say NO



- Hinders tasks accomplishment
- Not aligned with short or long term priorities
- Conflicts with values
- Can't be delivered
- Deadline unrealistic
- Unethical or unsafe
- You are not qualified
- NO capacity to complete

# Set Boundaries : How to say NO at Work



- Be Polite – Thanks for opportunity
- Be Diplomatic – calm, give reasons
- Offer Alternatives:
  - *No to that , but can do this*



**RESPECT** – show by body language and non-verbals

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# Good Time Management

1<sup>st</sup> - GET ORGANIZED !

Clean your desk

Order your files / label

Discard unnecessary items

Use planners, calendars - apps

Use reminders on phone

Be punctual



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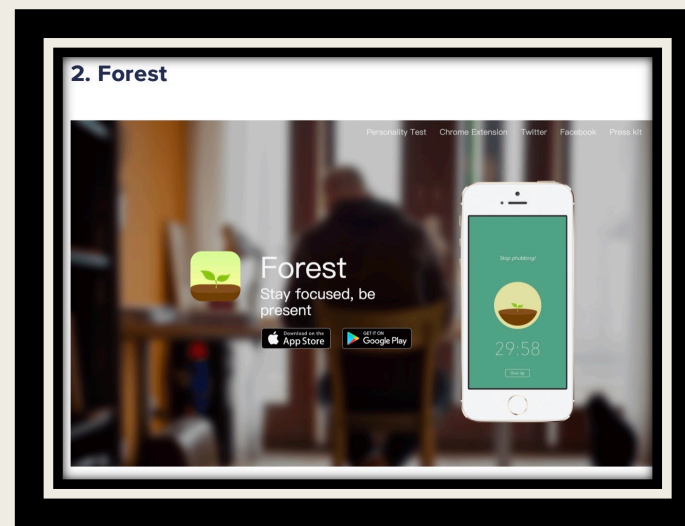
Set Boundaries

Automation





Hubstaff



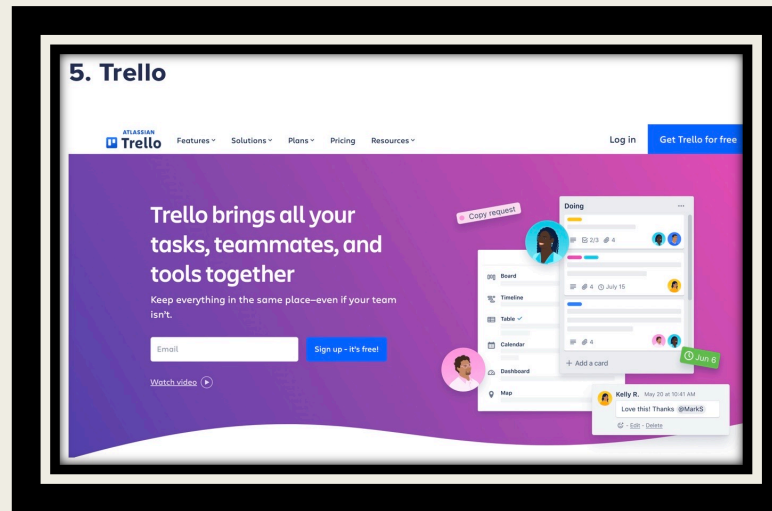
Forest



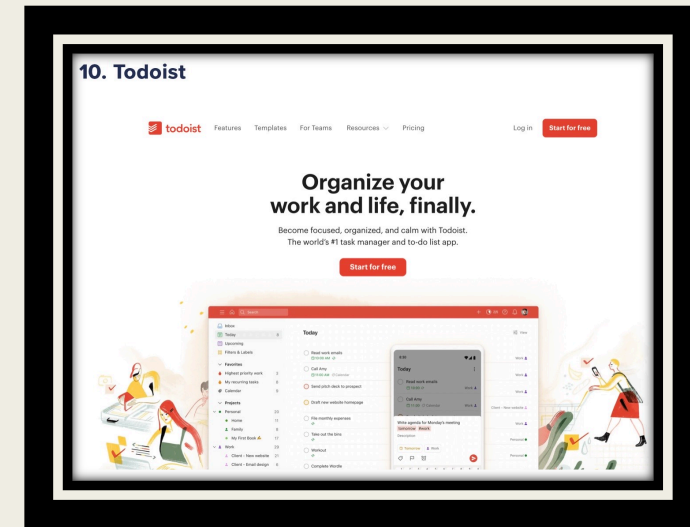
Remember the Milk



Freedom



Trello



Todoist



# Rhythms for the Christian life



<https://www.saintjohninstitute.org/christian-time-management-tips>

## ***Rhythm 1: Start Right – Intentional Time Mgt.***

The first rhythm has to do with starting your day with God. Choose to:



- Start each morning with a prayer routine, which can be as simple as a morning offering.
- If you can devote a bit more time to morning prayer, consider praying lauds
- Or make 15 minutes of spiritual reading over coffee a morning habit.

***Though it means getting up a little earlier, create that time to begin the day with a conversation with God.***

# Rhythms for the Christian life



## *Rhythm 2: Schedule Your Priorities*

- ***Don't prioritize your schedule; schedule your priorities!***
- What are your time priorities for your relationship with God? For your family? For work?
- Make a personal time commitment to what is most important to you.
  - Include one activity daily for family like going for a bike ride with your kids
- Firm up your true priorities by reflecting on your identity.
  - What are the major roles you are playing in your life?
  - Father, husband, friend, and insurance agent?
  - Child of God, parent, daughter, and sister?
  - ***Identify tasks or time commitments that each of those roles requires.***



# Rhythms for the Christian life

## *Rhythm 3: Look Long-term*

- Write into your life the habit of looking long-term.
- Little time commitments fuel the fires of our commitments and responsibilities
- Sometimes we need to throw a log into the mix:
  - Invest time in annual retreat or an annual family event
  - They fuel the flame of an integrated life in a special way
  - Look for a retreat center or style of retreat that resonates with you
  - Plan an annual adventure; an American road trip or a weekend trip to a lake



***Don't neglect having a long-term vision for how to use your time.***



# TIME IS THE COIN OF YOUR LIFE.

*Spend it wisely...*

