



Managing Your Priorities – The Key to Time Management

A 60-minute Webinar

Why is managing your priorities important to you? _____

1) We can't really manage time, but we can manage _____
and our _____.

2) Remember the 80/20 rule: _____ of what you accomplish is a
result of _____ of your efforts.

3) Be sure you know the difference between being busy and being _____.

4) What kind of to-do list do you have? How often do you update it, **look** at it?

5) How do you prioritize* what is on your to-do list?

6) How do you actually WORK your to-do list?

7) How do you monitor longer-term tasks/projects that don't fit your daily/weekly to-do list?

*If you deal with the expectations of more than one person, it may be necessary to get them involved in prioritizing the workload.

PLANNING FOR RESULTS/SCHEDULING FOR ACCOMPLISHMENT

1) **Know thyself.** How much can you really get done in one day?

2) **Are you using your calendar or to-do list to schedule...**

_____ High-priority items

_____ Checking and returning email

_____ "Management" time

_____ Contingency time

_____ Project due dates

_____ Lunch!

_____ Meetings

_____ Planning time

_____ Routine tasks – daily, weekly

_____ "Regular" work

_____ Outgoing phone calls

_____ Social networking

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Obstacles in Our Way



NOT NOW – I DON'T HAVE TIME - THE PLIGHT OF THE PROCRASTINATOR

1) Why do we procrastinate?

2) When might procrastinating be a good thing?

3) Why is procrastination a big deal?

- a) _____ time
- b) _____ opportunities
- c) _____ performance
- d) increased _____
- e) _____ energy

4) How can you tell when you are procrastinating?

5) How can we overcome procrastination? Recognize it, understand why we do it, then:

- a) _____ to overcome it
- b) use your _____
- c) work _____ in your calendar
- d) be _____
- e) eat the _____!
- f) reward _____
- g) be aware of _____ consequences

6) Realize that _____ is not necessarily procrastination.

DON'T INTERRUPT ME!

- 1) Consider whether you are using the interruption as an _____ to stop what you are doing.
- 2) Interruptions are inevitable, but you CAN deal with them. Which tips might work for you?

In person:

- _____ Ask at the beginning why someone has come to see you.
- _____ Stand when they enter the room.
- _____ Suggest a later meeting and give time limits.
- _____ Suggest a meeting in their office.
- _____ Avoid, or at least limit, chit-chat.
- _____ Get up and leave!
- _____ Make sure your chairs aren't too comfortable.
- _____ Check your watch or the wall clock.

On the phone:

- _____ Stand during the phone call.
- _____ Have an agenda when you make a call.
- _____ Don't prop your feet up or get "real comfortable."
- _____ Have something in front of you that needs to be done.
- _____ Always have a pen and paper ready.
- _____ Make an appointment to return calls when possible.

Comments/actions you can use on the phone or in person:

- _____ "I'm in the middle of something right now – can I get back to you at ...?"
- _____ Begin with "I have about 5 minutes before I..."
- _____ In the middle of a conversation that has gotten off track: "You were saying...." or "Now what was that you mentioned about..."

Email:

_____ Turn off the incoming-mail alert. YIKES!!!

_____ Schedule specific times to deal with your email.

A THIEF IN THE NIGHT – OR DAY! TIME ROBBERS BY ANY OTHER NAME...

Which of the following items **rob you of your time** on a typical day?

_____ Personal visitors

_____ Phone calls – including cell phone/text messaging

_____ Chit-chat

_____ Meetings

_____ Work you should have delegated

_____ Obligations you shouldn't have taken on

_____ Unclear goals

_____ Not enough information

_____ Disorganized work area

_____ Putting out fires

_____ Lack of planning

_____ Social networking

_____ Procrastination

_____ Email including IM

_____ Surfing

_____ Trying to remember things

_____ Carelessness

_____ Failure to listen

_____ _____

Time Tips & Techniques

1. Develop note-taking skills – you *can't* remember it all!
2. As much as possible, handle paperwork only once. Also realize that, for some of us, this is NOT always possible, no matter what the “experts” say!

3. Don't keep copies of things someone else will have on file.
4. Dispose of paperwork that isn't relevant to your job.
5. Keep a "last chance" file for paperwork you aren't sure how to handle. Schedule a time to check it and **clear it out** every 30 days.

Notes: _____

6. Make a habit of finishing a "main" job or "1 more thing" before you leave.
7. Understand the value of teamwork in managing your time.
8. Don't do work that could/should be done by someone else. Delegate or suggest someone who could do the job better.
9. Ask people who come to you with problems to come up with solutions.
10. Remember that stress and tiredness usually come from things left undone rather than what you have already accomplished.

Notes: _____

11. Use lists whenever you can. _____
12. Make templates for often-used forms and information. _____
13. Whatever system works for you **is the system you should use**, no matter what everyone else is using.
14. Become aware of your most productive times and schedule around them.
15. Acknowledge that time management isn't really a "system"; it's a process that has to be done every day to be effective.

Notes: _____

16. Make sure you are including your personal goals when you are scheduling your time and priorities. What is important to you? Are you moving toward those goals?

17. Balance is important in both your work life and your personal life. Don't over-schedule to the point you have no meaningful contact with others.
18. Commit to making time for something **you** want to do. _____

Notes: _____

Let's Go To Tech/Sys

1. Use the technology available to you – if it works for you. Again, don't let the "experts" decide what works for you.
2. Don't let technology run your life. Remember – balance.
3. Take advantage of systems such as calendar alerts, etc., to remind you of due dates, deadlines, appointments, and other important dates and times.
4. Learn how to use features like "folders" for your email.
5. Consider using a desk clock to keep you on schedule.

How might you make technology and systems work for you?

Block & Tackle

1. If you usually have several phone calls to make or emails to send during the day, schedule specific blocks of time to handle those.
2. Block off chunks of time to work on larger projects, but usually not more than 2 hours at a time, so you don't get "stale."
3. Block off time during your most productive time to work on your most challenging items.
4. Check email, read mail, etc. during those times you are not as fresh.

In what areas can you use a "block and tackle" approach?

Good Job!

1. Check items off your to-do list as you accomplish them. The feeling of achievement will motivate you to move on to the next item.
2. When you've finished a large project or a particularly difficult, frustrating or boring task, reward yourself.

How might you reward yourself?

Thanks, But No Thanks!

1. Learn how to say “no” to things you aren’t good at. Ask yourself – and others, “Am I the right person for this job?” _____
2. If you say yes to something new, decide what you are willing to **give up** to allow for the new task/project/activity. _____
3. When someone gives you an estimate of how long the requested job will take, double the estimate before deciding if you have time.

What might you consider saying “no” to?

What is one area I will look at differently after today?

- To-do list?
- Scheduling?
- Procrastination?
- Interruptions?
- Time robbers?
- Tips & techniques?
- Let’s go to Tech/Sys?
- Block & tackle?
- Good job?
- Thanks, but no thanks?

And the **BIG** question is...**specifically** what WILL I do differently beginning today?

What will my biggest obstacle be? _____

How will I overcome that obstacle? _____

Who can hold me accountable? _____