Time Management

Vicki Baugus

Respond instead of reacting.

Time Management - managing your time to get the important things done

1 hour of planning will save you 10 hours of doing.

If you always do what you've always done, you'll always get what you've always got.

Being successful doesn't make you manage your time well. Managing your time well makes you successful.

4 Areas of Time management

Prioritization

Managing Interruptions

Procrastination

Scheduling

Goal Setting

**Prioritization**

 - Use a to do list

 - 2 Steps in creating a to-do list

        list everything out

        if you have a larger task, break it into smaller pieces

        maybe have several lists for different areas

        go down the list and rank in order of importance

Urgent/Important Matrix

        "Important  Activities        "Critical Activities"

        "Distractions"                    "Interruptions"



Most people do the upper right quadrant first.

"You're lack of planning is not my emergency."

Do the worst task first and the rest will seem easier.

Remember the [Milk.com](http://milk.com/)

Task list on Outlook

Touch e-mail one time. Touch a paper only once.

Your inbox IS NOT YOUR TO DO LIST

**Managing Interruptions**

        It breaks your focus.

        Learn to put your phone and e-mail to work for you.

        Learn how to catch your breath. When you are interrupted you feel rushed.

        Ask lots of questions and assess the situation.

        Schedule yourself - you don't find time for important things, you make time for important things.

        "Net Generation Leader" - Andy Stanley

        Opportunity costs. Make sure you are managing your time well.

        Schedule your day so that you accomplish your tasks..

        Craig Grochelle - from Life Church

        Protect your time and protect your time off.

        Minimize interruptions of others. Get a folder or list for your one or one time with your supervisor.

        Anticipate questions that they will ask you. Think through some possible answers.

**Procrastination**

        It is as tempting as it is deadly

        First step - recognize you have an issue with procrastination

        Reasons for procrastination - unorganization

                                                     - hard time distinguishing between the important and urgent

                                                     - distraction

                                                     - forgetfulness

                                                     - lumping (not seeing steps and breaking it down)

**Scheduling**

        Effective scheduling system

        5 Step Process

        1. Identify the time you have available

        2. Block an essential task that you have to do a good job.

        3. Review your to-do and schedule in your high priorities activities

        4. Block in contingency time for interruptions

        5. Block in Discretionary time

**Goal Setting**

        Goal setting is the process of deciding what you want.

        Why should we set goals?

                it puts you in the driver seat

                you will lack focus and direction

                it gives you a benchmark

                goal setting helps you prioritize

                setting goals give you clarity

        Typical goal setting

        - at the beginning of the year

        - "Losing Weight" is too vague, not a goal

        You need to write down your goals.

        2 Ingredients that CCV will tell the staff

        1. A written goal focus' on the result (the what, not the activity which is the how)

        **5 Golden Rules of Goal Setting**

        1 - set goals that motivate you, write down why it is important to you

        2 - set smart goals (SMART, it all stand for something)

                Specific

                Measurable

                Attainable

                Relevant

                Time bound (set a timeframe for the goal)

        3 - write down the goal - physical act of writing it down makes it real and tangible

        4 - make an action plan

        5 - be diligent, stick with it, hold yourself accountable and set reminders