

Tips on Effective Time Management

Organize Your Workload to Increase your Productivity, Reduce your Stress, and Maintain your Sanity

Goal of Time Management

- ◉ Keep track of your to-do list
- ◉ Organize your workload
- ◉ Plan for upcoming deadlines and events
- ◉ Prioritize efforts and time
- ◉ Achieve important goals
- ◉ Delegate less important tasks
- ◉ Control interruptions
- ◉ Get everything done!

Time Management Quiz

Strategies for Getting There!

- ◉ Set Goals
- ◉ Prioritize Your Work
- ◉ Manage Interruptions
- ◉ Beat Procrastination
- ◉ Plan a schedule (& calendar)
- ◉ Letting Go

Set Goals

WHY?

- ◉ Serve as the scaffolding that determines where/how to spend your time
- ◉ Allow you to make intentional forward progress
- ◉ Require time and effort to develop and maintain
- ◉ Need to be revisited and adjusted periodically and when new opportunities arise

Tool - 5 Rules of Setting Goals

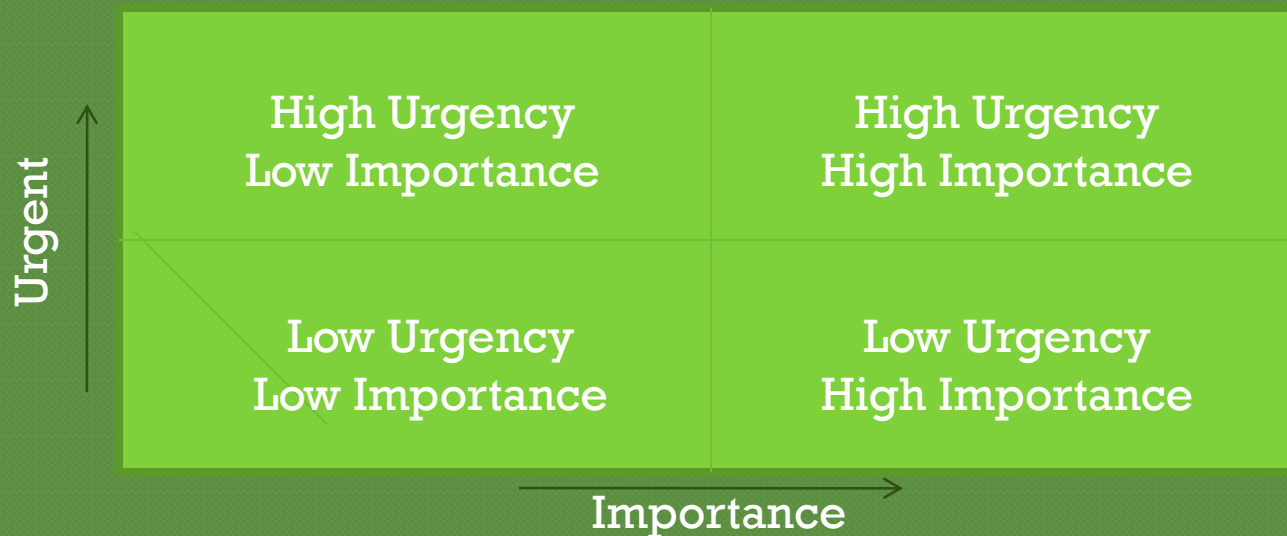
1. Goals must Motivate (important, value in achieving them, interested in outcome) (ask yourself “Why?”)
2. Goals must be SMART (Specific, Measurable, Attainable, Relevant, Time Bound)
3. Goals should be in Writing and Visible
4. Goals must have an Action Plan
5. Goals must be pursued to Completion

Prioritize Your Work

WHY? Make sure important things get done

Tools:

- Prioritized To-Do List (A, B, C)
- Urgent vs. Important Matrix



Manage Interruptions

WHY?

- ◉ They break your focus
 - ◉ They increase mistakes
 - ◉ They decrease productivity
- ...but they can be important!

Tools:

- ◉ Urgent vs. Important Matrix
- ◉ Interruption Log (who, what, when, valid, urgent) (1 week)

Procrastination...

...is when you put off important tasks in favor of more enjoyable or pleasant ones

It is important to...

- Recognize when you do it (work on low priority items, leave important items on to-do list for a long time, wait for right-time)
- Understand why you do it (unpleasant, disorganized, overwhelmed, perfectionist)

Beat Procrastination

Tools:

- ◉ Reward yourself
- ◉ Tackle least unpleasant/easiest parts first
- ◉ Get someone to check on you
- ◉ Remind yourself of the consequences of not doing the task
- ◉ Practice doing one unpleasant thing first thing every day

Plan a Schedule (& Calendar)

- ◉ Keep track of daily schedule (meetings, classes, appointments)
- ◉ Plan work (lab time, papers, conferences, grants)
- ◉ Keep track of deadlines
- ◉ Plan backward (reminders, check-points)
- ◉ Keep track of correspondence
- ◉ Keep track of notes, important information

Paper and Electronic Options

- ◉ Planners (Franklin Covey, Daytimer, etc.)
 - Paper, electronic
 - Learn how to use them!
- ◉ Calendar (Planner, Electronic – Google Calendar, Smart Phone App)
- ◉ NOTEs Book – keep one notebook for important, longterm information, ideas, strategies, “gems”

Letting Go

- ◉ You can't do it all.
- ◉ Delegate everything you can (even if it isn't done as good as you would have done it).
- ◉ Quit doing some things.
- ◉ Give yourself a break.
- ◉ Treat yourself.

References

- ◉ “How Good is Your Time Management?”
Mind Tools,
http://www.mindtools.com/pages/article/newHTE_88.htm, accessed January 17, 2011.
- ◉ Franklin Covey Planners
(www.franklincovey.com)
- ◉ Google Calendar, phone apps
(www.google.com/calendar)

Questions?
