Top Ten Time Management Tips

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Where Did My Time Go?

- Work no longer has clear boundaries
- We have more demands than ever and less resources
- Our jobs and personal lives are continuously changing
- Old habits are hard to break…. But they may not work anymore

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Tip #10
Schedule Your Day

AND STICK TO THE SCHEDULE

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Realize How You Are Spending Your Time

- Where are you spending your time?

- Conduct a time audit

- You'll gain a more accurate sense for how long certain types of tasks take you

- When are you most productive?

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Now Create a Daily Schedule – AND STICK WITH IT!

- Don't even attempt starting your day without an organized to-do list.
- Create a list of the most pressing tasks for the day (next day).
- You'll lose time and efficiency jumping between tasks when you lack such a plan.

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Tip #9
Use To Do Lists

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To Do Lists – Be Careful or they may look like this.....

To Do Lists

- Quick and easy

- Most simple form of time management

- Often a component of other time management techniques

- Provides a sense of satisfaction when completing items

- Can be discouraging because list never ends (SEE THE LAST SLIDE)

- Suggested that we write to do lists incorrectly by not making items action oriented

  - Make Reservation
  - Call ABC Restaurant for reservation at 8PM on October 5th

Bonus Tip -
If you can complete a task in less than 5 minutes, Just Do It. Don't even write it down.

Related Information…..   The Zeigarnik Effect

- The Zeigarnik effect is caused by cognitive strain that incomplete tasks create in your brain.

- Your brain is wired to remember and complete those unfinished issues

- Writing tasks down tells your brain to relax and stop worrying about forgetting
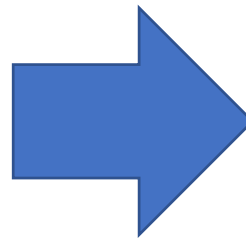
Putting everything on paper will prevent you from lying awake at night tossing and turning with thoughts of tasks running through your brain.

Instead, your subconscious goes to work on your plans while you are asleep, which means you can wake up in the morning with new insights for the workday.

- Suggestion – Keep a pad of paper on your nightstand. If you have an idea or remember a task, write it down and go to sleep or back to sleep.

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Bonus Tip....
GET SOME SLEEP!!

Tip #8
Be Wary of Multi-Tasking

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Avoid The Urge To Multitask

- Focus on the task at hand.
- You often lose time and decrease productivity when switching from one task to another.
- Stressing over a to-do list will not make it shorter.
- "Breathe in, Breathe out, and Move on"… one task at a time.

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The Multitasking Myth

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THE PERILS OF MULTITASKING

People who multitask feel like they're accomplishing more, but they're actually cutting down their own productivity.

2%

Studies show that only 2% of people can actually multitask effectively.

98%

For the remaining 98% of people: Multitasking can do more harm than good.

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89% of people with smartphones use them at work.

Even though 45% of U.S. workers already believe they have to work on too many things at once.

And on average, employees who use a computer for work:

Are distracted **once every 10.5 minutes.**

Even when people are relaxing, the urge to multitask takes over:

While average Americans watch TV:

42% browse the Internet

29% talk on their phones

26% text or IM

Smartphones make it hard not to multitask:

When it comes to checking email or the Internet via smartphone:

67% will do so on a date

45% will at the movie theatre

33% will in church

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You may feel like you're accomplishing more, but really...

Trying to focus on more than one thing causes a 40% drop in productivity.

lowers IQ

And studies show that while working, being distracted by incoming calls or emails lowers a person's IQ by 10 points.

The equivalent of missing a night of sleep.

And twice the effect of smoking marijuana.

2.1 hrs/day

The average desk job employee loses 2.1 hours a day to interruptions or distractions.

546 hours

Adding up to a total of 546 hours annually.

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Tip #7
Eliminate Distractions
(control the SPAM and BACON)

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Eliminating Distractions Increases Efficiency

- Be proactive about getting rid of distractions.
  - Shut your door to limit interruptions.
  - Close all tabs except the ones you are currently working on.
  - Turn off messaging notifications
  - Leave your personal phone calls for lunch.
- Identify your top two distractions and focus on conquering those for two weeks.
- Have a **DO IT NOW** Mentality. Sometimes you are your own distraction. Ex. Headache, lazy, not a task I enjoy, ect.
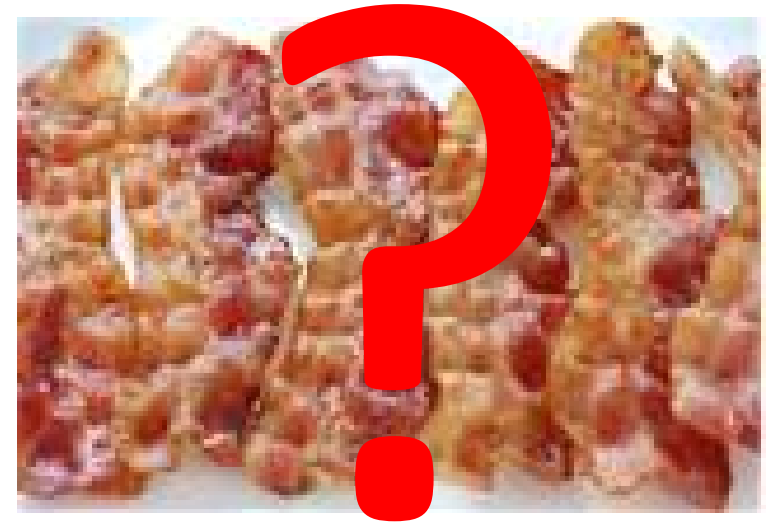
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Spam

- Junk e-mail we didn't ask for and do not want
- Move to junk folder
- Unsubscribe

BACON

- Newsletters, bulk mailing lists, social media alerts, etc.
- Items you may want or have subscribed to
- Do not need to interrupt your day
- Create a rule to move to a folder upon receipt

E-mail Tips

- If you can answer in a few sentences then write a response (under 5 min.) (Do It Now)

- For longer responses, consider responding by phone

- Used "canned" responses when possible (templates)

- Set up filters or automatic replies

- Only check messages a few times daily

- Turn off all notifications

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Tip #6
Categorize Your Tasks & Prioritize Wisely

Eisenhower Method

- Derived from Dwight D. Eisenhower quote, "What is important is seldom urgent and what is urgent is seldom important."

- Also credited to Stephen Covey from "7 Habits of Highly Effective People"

- Rates tasks according to two criteria:
    - Urgency
    - Importance

Matrix
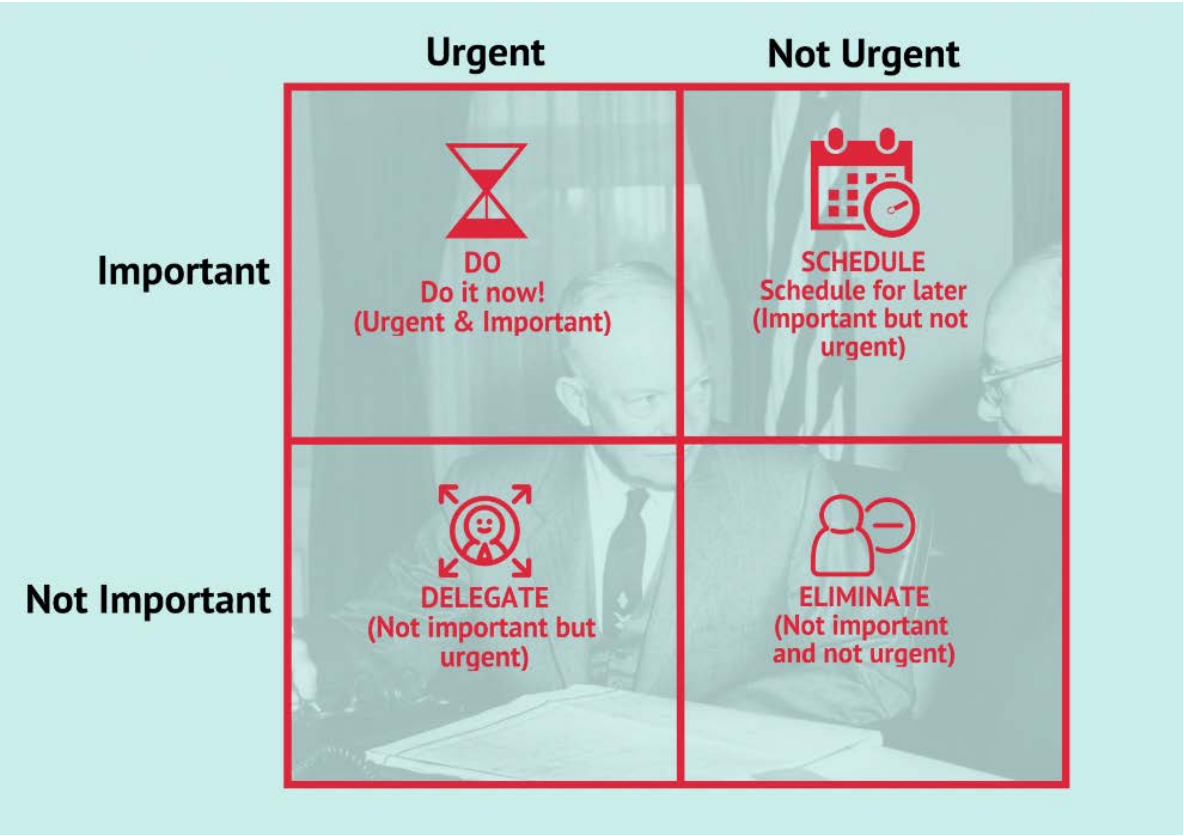
Here's a closer look at each of these quadrants:

- **<u>Important and urgent</u> -** complete them right away.

- **<u>Important but not urgent</u> -** should involve long-term development strategizing; strive to spend most of your time in this quadrant.

- **<u>Urgent but not important</u> -** minimize, delegate, or eliminate them because they don't contribute to your output.

- **<u>Not urgent and not important</u> -** Eliminate as many as possible.

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Only do
what only *you*
can do

Tip #5
Set Acceptable Outcomes

Can You Live With It?

Determine the Acceptable Outcome

- Some tasks do not need to be completed to perfection

- Analyze purpose, available time, other priorities

- Consider allotting an amount of time to the task and accept the result at the end of that time or

- Consider what is "good enough" and only work to that point
  - Materiality

Tip #4
Chunk Your Time and Build in Buffers

Pomodoro Technique

- Created in late 1980s by Francesco Cirillo
- Basic Idea—work uninterrupted for 25 minutes then take a 5 minute break
- Each day you decide on your tasks and estimate time required for each
- Pick a task for each Pomodoro before beginning timer
- At end of 25 minutes take 5 minute break then pick a task and start next Pomodoro
- Review how much time each task actually required
- Improve your focus and ability to estimate actual time

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Buffers

- One of the more enjoyable time management tips for work - Make breaks a part of your schedule. When you finish a task, give yourself time to breathe and recharge.

- Examples: Take a short walk, a Game on your phone, Meditation, etc.

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Tip #3
Group Similar Tasks Together

Grouping Creates Focus

Focus Improves Efficiency

How to Implement

- Create separate groups of time for answering emails, making phone calls, filing, etc.

- Don't answer emails and messages as they come in. Doing so is distraction at its finest.

- Turn off your phone and email notifications to completely eliminate the temptation to check at an unscheduled time.

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Tip #2
Assign Limits To Tasks

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A Deadline Due In a Month's Time……
Will Take A Month to Complete

- As mentioned earlier (Tip 4), the [Pomodoro Technique](#) can help you check off your to-do list in 25-minute chunks, taking short breaks (Buffers) between each chunk.
  - Use your time audit notes (Tip #10) to get an estimate for how much time is needed for an activity.
  - Set that amount of time as a deadline for your task.

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Another Bonus Tip

Use New Tools To Make Life Easier

- Speech To Text – Saves me at least 2 hours a week
- Chat GBT – easy research
- AI Assistant
- Magic School – Helps Create Presentations among other things.

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Tip #1
Learn to Say NO

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Saying NO

- You'll never learn how to manage time at work if you don't learn how to say no.

- Only you truly know what you have time for, so if you need to decline a request in order to focus on more important tasks, don't hesitate to do so.

- Also, if you take on a project that is obviously going nowhere, don't be afraid to let it go.

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Delegate

- If you can't say no, delegate it. While delegating can be a hard skill to learn, it can work wonders for your personal time management.

- Hopefully, you are surrounded by a talented team, so determine the tasks you can pass on to your staff.

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Saying Yes To A Task is…

Saying No to Something Else

If you agree to help with a task or activity because you don't want to say no…..
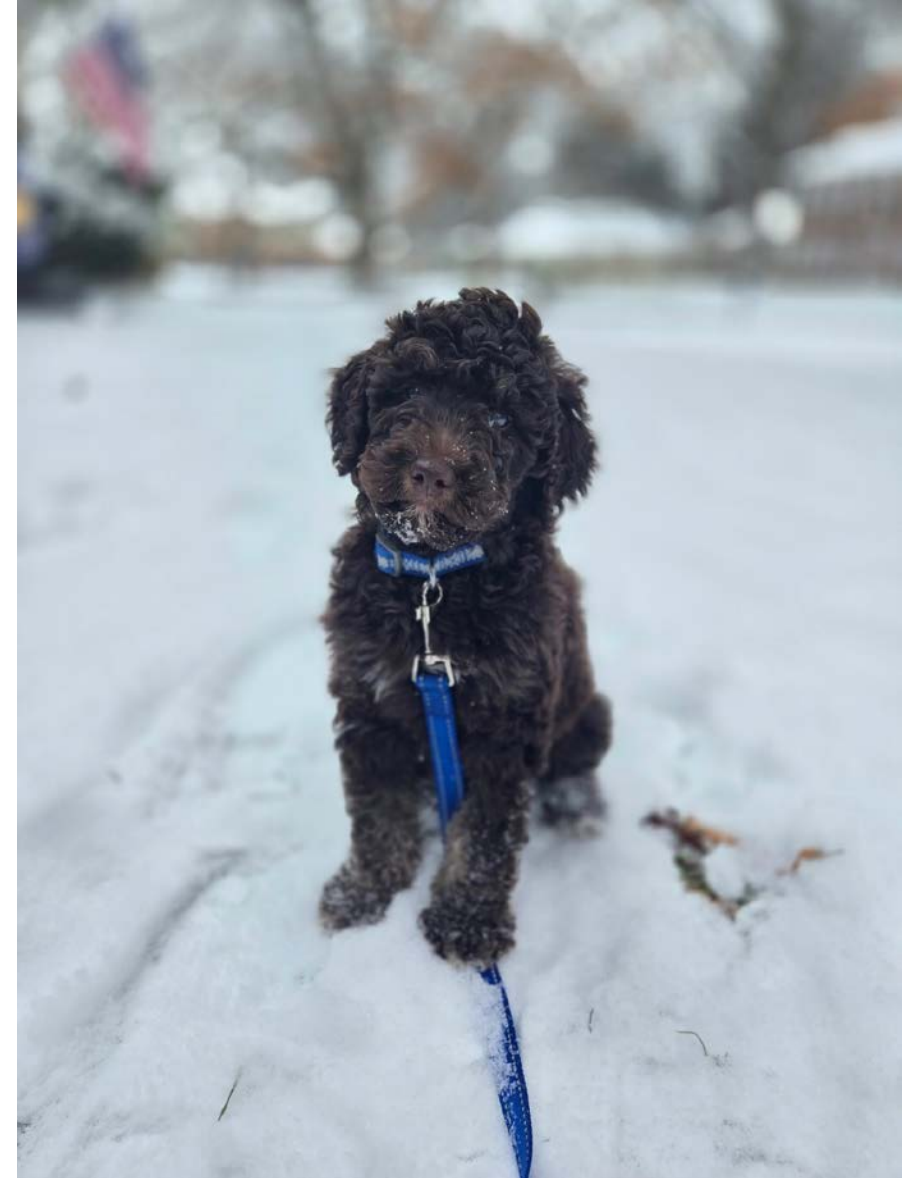
It may help to realize you have indirectly said no to something else (family, hobby, exercise time, quiet time, etc.).

• Don't be afraid to say your schedule (Tip 10) is already full!

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MY REASONS
TO SAY NO

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