Time Management & Priority Setting

Getting To What Matters Most
Workshop Objectives

• Understand the primary demands on your time
• Identify your priorities
• Organize work for maximum efficiency
• Develop strategies to deal with interruptions
• Learn how to handle distractions and avoid procrastination
Environment of Learning

- Participate
- Share experiences
- Ask questions
- Be open to new insights
- Respect other people's contributions
- Have one conversation at a time
- Maintain a safe atmosphere for open discussion
Discussion

• How are you at managing time? Are you Poor/Fair/Good/Excellent?

• Where do you see a need for improvement?

• What have you tried in the past to improve your time management?
  – What are your tried-and-true methods when work starts piling up, or you’re running out of time?
Pop Quiz: Your Time Management Skills
What’s in a Day?

86,400 Seconds
1,440 Minutes
24 Hours
The Benefits of Managing Time

• Improves productivity
• Reduces stress
• Improves self-esteem
• Provides a good work-life balance
• Helps determine priorities
• Saves time
• Provides a defined and organized structure to your days
• Supports achieving goals
Where Does Your Energy Go?
Activity: Analyzing Your Peak Productivity Log

• Determine where you are most productive during the day and schedule your most challenging tasks then

• Notice the your transition time between periods of high and low productivity – block your work if possible

• Notice who and what are your energy distractions during the week
Common Time Management Mistakes

• Not keeping a to-do list
• Not prioritizing
• Not scheduling tasks appropriately
• Failing to manage distractions
• Procrastinating
• Multitasking
• Not delegating
• Not taking breaks
To-Do Lists

Provide a clear plan of action.

A to-do list is a great tool to use to:

– Organize your day or week
– Prioritize what needs to be completed
– Keep track of what is needs to be completed
– Break tasks down to smallest components
– Keep track of your teams projects
Prioritizing Your To-Do List

Managing time effectively, and achieving the things that you want to achieve, means spending your time on things that are important and not just urgent.

– **IMPORTANT**: These are activities that lead to the achieving your goals and have the greatest impact on your life.

– **URGENT**: These activities demand immediate attention, but are often associated with someone else’s goals rather than our own.
Urgent/Important Matrix

- **Q1**: Urgent/Important (Crises/Emergencies)
- **Q2**: Not Urgent/Important (Prevention, Planning)
- **Q3**: Urgent/Not Important (Interruptions)
- **Q4**: Not Urgent/Not Important (Time Wasters)
Urgent/Important Matrix

Q1: Urgent/Important
- Crises
- Pressing Problems
- Tasks from Q2 that were postponed
- Last-minute demands
- Deadline-driven projects

Q2: Not Urgent/Important
- Strategic Planning
- Working Towards Goals
- Relationship Building
- Recognizing New Opportunities
- Prevention

Q3: Urgent/Not Important
- Interruptions
- Phone calls, e-mails
- Reports
- Some meetings / Busywork
- Other people’s minor demands

Q4: Not Urgent/Not Important
- Time Wasters
- Web Browsing
- Social Media
- Analysis Paralysis
- Any activity you use to procrastinate
Activity: Which Quadrant?

1. Prepare the daily status report (due at 10AM) **Quadrant 1**
2. Work on a task towards your certification **Quadrant 2**
3. Set up a meeting with your manager to discuss coverage while you are away **Quadrant 1**
4. Respond to an email requesting headcount numbers for your department **Quadrant 3**
5. Compile a list of supplies needed by your department **Quadrant 2**
6. Help your coworker make copies for a meeting today **Quadrant 3**
7. Pay your credit card bill that is due tomorrow **Quadrant 1**
8. Checking the New York Times **Quadrant 4**
Activity: Prioritizing

Use the To Do Worksheet to:

• Create a to-do list of all of your current tasks

Use the Priority Matrix to:

• Plot them in the appropriate quadrant
• Prioritize your to-do list
## Barriers to Prioritizing

<table>
<thead>
<tr>
<th>Barriers</th>
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</thead>
<tbody>
<tr>
<td>Having a “do everything myself” mentality</td>
</tr>
<tr>
<td>Accepting the deadlines of others</td>
</tr>
<tr>
<td>Thinking that setting goals is not important</td>
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<tr>
<td>Feeling indispensable</td>
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<tr>
<td>Believing that everything is important</td>
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<tr>
<td>Assuming that “I can work late to catch up”</td>
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<tr>
<td>Indecisiveness</td>
</tr>
<tr>
<td>Believing that planning and scheduling are not necessary</td>
</tr>
<tr>
<td>Thinking that clutter is not a distraction</td>
</tr>
</tbody>
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Scheduling the Work

Scheduling allows you to:

• Identify available time
• Block out essential tasks
• Schedule high-priority tasks
• Use “discretionary time” for high importance/low urgency projects
• Allow contingency time to handle the unexpected
• Minimize stress by avoiding over-commitment
Scheduling Rocks, Pebbles & Sand

- **Jar**
- **Rocks**
- **Pebbles**
- **Sand**

- **Time**
- **Priorities**
- **Urgencies**
- **Distractions**

- **Important**
- **Small Tasks**
Scheduling Tools

Scheduling tools:

• Outlook
• Calendar
• Team Calendar
• Paper-based planner
Discussion: Scheduling Tools

• Which scheduling tools work best for you?

• What has not worked as well?
Daily Distractions

• Phone calls / text messages
• Emails
• Unexpected visitors
• Meetings
• Social media
• Internet
• Non-work related commitments
Discussion: Handling Distractions

• Individually, select the top 3 time stealers that affect you, day-in and day-out
• Share your thoughts with the group
• As a group, identify any common themes
• Share some possible solutions
Handling Distractions: Tips and Tricks

- Have a plan
- Allow time in your schedule
- Have guidelines for e-mail and phones – set a block of time to answer voicemails and emails
- Use timing or “wrap-up” phrases
- Change your space
- On calls and in meetings stay focused and on topic

- Set the stage in advance: You are very busy with a deadline in light
- With casual droppers-in, remain standing
- Steer visitors to the point conversationally.
- Set cell phone alarms as reminders
- Be ruthless with time but gracious with people
Why Do We Procrastinate?

• Don’t like the task we are working on
• Task seems to large
• Underestimate the time commitment
• Fear of failure
• Perfectionism
• Analysis Paralysis
• No to-do list
Overcoming Procrastination

- Recognize that you are doing it and why
- Block out distractions
- Take Action
- Worst first
- Make Commitments
- Chunk – Block - Tackle
- Ten Minutes

"The best way to get something done is to begin."
Multitasking
How is Multitasking is Hurting You?

- Multitasking:
  - Damages your brain
  - Makes you less productive by 40%
  - Lowers your IQ
  - Leads to up to 50% more errors
  - Takes 50% longer to complete a single task
  - Multitasking lowers the quality of your work

• https://www.psychologytoday.com/blog/brain-wise/201209/the-true-cost-multi-tasking
• https://blog.dashburst.com/infographic/multitasking-high-cost/
8 Ways to Stop Multitasking

1. *Do One Thing at a Time*
2. Be Present
3. Finish Before You Start
4. Don’t Let Small Tasks Interrupt Big Ones
5. Put Down the Tech
6. Clean Your Workspace
7. Make An Appointment With Your Work
8. Eliminate Interruptions
Best Practices for Organizing

- Use a notebook
- Get organized during the first 15 minutes of your day
- Clear your desktop
- Create an “action area” on your desk
- Organize supplies or files you use often

- Use one calendar
- Scan your documents
- Offer yourself a reward
Action Planning

• Use the peak productivity log to track your energy levels during the next week
• Compare to your To-Do list and priorities
• Ensure you are scheduling the right work at the right time for maximum productivity
Thank You!