

TIME
MANAGEMENT
WORKSHOP

Focused on productivity and prioritization

WHAT IS TIME MANAGEMENT?

Time management
is...

Time management is the process of planning and exercising conscious control of time spent on specific activities to increase effectiveness, efficiency, and productivity.

Time management
involves...

It involves a juggling act of various demands upon a person relating to work, social life, family, hobbies and personal interests.

Time management
was...

Initially, time management referred to just business or work activities, but eventually the term broadened to include personal activities as well.

TIME MANAGEMENT FACTS



20% of the workday is spent on crucial and important things.

80% of the workday is spent on things that have little or no value.

The average person gets 1 interruption every 8 minutes.

A person who works with a messy desk spends 1.5 hours per day looking for or being distracted by things. Equals 7.5 hours/work week.

In the last 20 years, working time has increased by 15% and leisure time has decreased by 33%.

WHY IS GOOD TIME MANAGEMENT IMPORTANT?

- Time Management increases your productivity and efficiency
- Individuals gain a sense of fulfillment
- Stress is reduced
- Self discipline is improved
- Improves the ability to make decisions

GOAL FOR TODAY'S WORKSHOP

Tips and tricks to help:

- Prioritize your daily tasks and projects
- Increase productivity to be more effective
- Track your time and make true changes

TIME MANAGEMENT ACTIVITY



Step One:

Write down 5 things
you accomplished yesterday



Step Two:

Write down
one wasteful/unproductiv
e thing you did yesterday

WHAT DO WE ALL HAVE IN COMMON?



Most of us prioritize the most urgent things, without stopping to think whether they are the most important things!

WHAT IS THE EISENHOWER METHOD TIME MATRIX?

A strategy for managing your time by organizing your tasks into 4 simple categories:

Urgent
and
important

Important
but not
urgent

Urgent but
not
important

Not urgent,
and not
important

URGENT VS. IMPORTANT MATRIX



IMPORTANCE

- Last minute projects
- Making mortgage/rent payments
- Pressing problems, unforeseen events

- Planning and preventing
- Important goals
- Training, relationship building
- Today's workshop!!!

- Checking emails
- Answering phone calls
- Cleaning the house

- Social media
- Trivial Work
- Binging TV

URGENCY

URGENT VS. IMPORTANT MATRIX

HOW DO YOU ACTUALLY START USING IT?

- Start categorizing your tasks
- Start doing tasks based on their quadrant
- Carve out time for quadrant two tasks at the expense of everything else

TIME MANAGEMENT ACTIVITY

1

Place the 5 things you accomplished yesterday into the matrix

2

Place the 1 wasteful/unproductive thing you did yesterday in the matrix

3

Discuss and compare your lists with a partner

5 tips when working with this matrix

- Putting things to-do on a list frees your mind. Always question what is worth doing first
- Try limiting yourself to no more than 8 tasks per quadrant
- Maintain only 1 list for both personal and professional tasks
- Try not to let you or others distract you! Don't let others define your priority
- Don't procrastinate too much!

3 tips for establishing a more productive daily schedule

- Establish a sleep schedule
- Give it some time
- Pay attention to your energy levels

WHAT IS TIME BLOCKING?



A management strategy where you plan out your entire day into set pieces of time. This means every specific task you want to get done gets a set time on your calendar. So instead of just having a to-do list, you actually know what task and when you'll focus on that task.

WHY TIME BLOCKING INCREASES PRODUCTIVITY

1

Prioritizes important tasks over the urgent ones

2

Minimizes multi tasking

3

Great way to be able to say "no"

4

Forces you to take action on tasks at hand

5

Limits procrastination

6

Focus deeper (time blocking focuses on short periods of time)

7

Forces you to be realistic with your time

8

Set plan day by day so you are not asking yourself "what should I do now"?

HOW TO TIME BLOCK

1

Decide when you are most productive (and less likely to be interrupted)

2

Eat your FROG! (this is the most important thing you know you should tackle first, but don't want to)

3

Now you are ready to use the following Time Blocking Strategy!...

AUGUST 24, 2022

MONDAY

7AM	HADLEY - DAYCARE
8AM	SAFETY TRAINING
9AM	UPDATE TC CALENDAR / RESERVE
10AM	TC TEAM MEETING
11AM	TEAM TRAINING
12PM	LUNCH / WALK
1PM	FINALIZE TIMECLOCK BY 2PM!
	EMAIL CATCH UP
2PM	
3PM	FIX IT: CONNECT ON UPCOMING EVENTS
4PM	
5PM	HADLEY - PICK UP
	WYATT - FOOTBALL PRACTICE
6PM	

WHY TRACK YOUR TIME?



- Discover how you really spend your time
- Identify your priorities
- Avoid multitasking
- Start treasuring time
- Find real change

Prioritization and Time Management Apps

Desktop + iPhone + Android



todoist

Forest



Focus Matrix - Task
Manager



ACTION PLAN



What am I going to....

Stop doing?

Start doing?

Keep doing?