TIME MANAGEMENT: TIPS TO BEAT THE CLOCK

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OBJECTIVES

- Examine the need for time management.
- Discuss different roles we play in life.
- Understand the basics of time management.
- Learn tools to improve time management skills.

Why Practice Time Management?

- Increased productivity to achieve goals.
- Decrease and manage stress.
- Gain better balance in life.
- Have more time for yourself.

Why do you feel like this?

Managing Your Time

One week = 168 hours

Sleep (5 hours x 7 days) = 35 hours
Time left = 133 hours
Work = ???
Study = ???
Family/friends = ???
Personal Interests = ???
Activities

“Work / Life Balance Diagram”
&
“My Time Management Habits”

Managing Multiple Roles

• Your TA position.
• Son or Daughter.
• Husband, wife, partner, fiancé, parent…
• Student.
• Friend.
• Other roles.

Managing Multiple Tasks

• Work
• School
• Family (children, partners, parents, etc…)
• Housework & the tasks necessary for living:
  - Meals
  - Shopping
  - Household maintenance and cleaning
  - Cars and transportation issues
  - Financial matters
  - Errands, duties and other matters
  - Other tasks….

Managing You

• Know yourself.
• Know your work style.
• Know your habits.
• Acknowledge your responsibilities.
• Recognize the barriers to time management.
• Recognize and confront your problem behaviors.

Basics of Time Management:
Fixed Commitments & Routine Tasks

*Create a Master Schedule of “Fixed Commitments”

(e.g. work, child care, and other daily/weekly commitments – set time frame every day)

Basics of Time Management:
Fixed Commitments & Routine Tasks

Block out times for “Routine Tasks”:
- Sleep time
- Homework
- Travel time
- Meal preparation, eating, and cleanup
- Personal care
- Housework
- Bills and other tasks
- Child and family time
- Pets
- Other???
Basics of Time Management:
Fixed Commitments & Routine Tasks

Be mindful of special dates and deadlines:
- Important dates.
- Bills and other routine deadlines.
- Other people’s dates and deadlines.

The Eisenhower Box

Tools for Time Management
- Calendars (Work/Personal, Paper or Electronic)
- Schedules
- Planners and Post-Its
- To-Do Lists
- Electronic (Apps, Software, etc.)
- Appointments
- Project tracking tools
- Other?

Remember...
- Know your goals and priorities for work and personal life.
- Understand the threats to time management (others, as well as yourself).
- Deal with procrastination.
- Use your most productive times effectively.
- Figure out the habits and routines that work for you.

Remember (cont.)
- Review schedules and organize to avoid crises.
- Plan and organize at the end of the day for next day.
- Plan time for the unexpected or crises.
- Practice flexibility.
- Use assertiveness and practice saying “No”.

Health and Wellness
- Sleep
- Exercise
- Breaks
- Regular meals
- Vary physical routines
- Breathe
- Stress management
Home Activity

Develop Your Personal Plan of Action

Questions?

For more information:

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“If you fail to plan, you are planning to fail.”
- Benjamin Franklin