OBJECTIVES

- Discuss the need for time management.
- Examine 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.
- Decrease and manage stress.
- Gain better balance in life.
- Achieve goals.
- Have some time for yourself.

Time Management Challenge

- Managing your time.
- Managing multiple tasks.
- Managing multiple roles.
- Managing you.

Time management will not solve all problems, but it makes life more manageable.

Managing Your Time

One week = **168 hours**

Sleep (7 hours x 7 days) = **49 hours**

Time left = **119 hours**

Work = ???

Family = ???

Personal Interests = ???
Activities

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

Managing Multiple Roles

• Your TA position.
• Son or Daughter.
• Husband, wife, partner, or fiancé…
• 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…..

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.

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 and tasks
- Breathe
- Stress management

The Eisenhower Box

- URGENT
  - DO IT NOW
  - PLAN IT
- NOT URGENT
  - DELEGATE IT
  - DROP IT
Home Activity

Develop Your Personal Plan of Action

Discussion and Evaluation

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

Questions?
For further assistance:
Human Resource Services
Center for Training & Professional Development
Holmes Student Center
753-6039
WORK / LIFE BALANCE DIAGRAM

Diagram your work / life balance. What proportion of your life do you spend on the following life activities? (Complete your personal pie chart for a typical week.)

* Sleeping
* Working (job, volunteer work)
* Housework (cooking, cleaning, maintenance)
* Family / Time with spouse or partner
* Errands, bills and banking, etc.
* Child care / Eldercare
* Entertainment, hobbies, and cultural life
* Friends and social life
* Spiritual life and community involvement
* Time for me

Is this the right balance for me? If not, what would I change?
MY TIME MANAGEMENT HABITS

When I wake up, I feel:  
_____ Energetic and alert  
_____ Slow to wake up  
_____ Sleepy and unfocused  
_____ Better once I get started  
_____ Other:__________________________________________

During the course of my day, I accomplish my best work:  
_____ In the morning  
_____ In the afternoon  
_____ In the evening  
_____ In the wee hours of the night  
_____ Depends on the day and how I feel

If I could control the conditions of my work, in ways that help me be productive, I would:

___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________

My greatest barriers to time management are:

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<thead>
<tr>
<th></th>
<th>My strategy for resolving:</th>
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<tbody>
<tr>
<td>Procrastination</td>
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<tr>
<td>Interruptions</td>
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<tr>
<td>Too much to do</td>
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<td>Problems organizing my work</td>
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<td>Disorganized workspace</td>
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<tr>
<td>Other people in my work area</td>
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<tr>
<td>Noise</td>
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<tr>
<td>Home / family matters</td>
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<tr>
<td>My family’s schedules and demands</td>
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<tr>
<td>My health</td>
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<td>Other:</td>
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I want more time for:

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<tbody>
<tr>
<td>My work</td>
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<td>My education</td>
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