Welcome and Introduction

OBJECTIVES

- Briefly review the need for time management.
- Discuss different roles/tasks we have in life.
- Discover how to better budget your time.
- Learn tools to improve time management skills.
- Share some tips to help reduce TA stress.

Why Practice Time Management?

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

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

Time management will NOT solve all your problems, but it makes life less stressful and more manageable.

Why Manage our Stress?

- Managing stress can:
  - Cause less anxiety.
  - Ease feelings of being tired or "burnout".
  - Eliminate headaches or stomach ailments.
  - Reduce feelings of ill-ease.
  - Improve communication and reduce conflict.

Time / Stress Management Tips

1. Review Your Roles and Tasks

- Son or Daughter
- Mother, Father, Adoptive, or step-parent
- Boy/girlfriend, fiancé, husband, wife, or partner
- Student
- Friend
- Co-worker
- Other roles???

Tasks We Have in Life

- Going to class/work daily
- Family (significant others, children, parents, etc…)
- Chores for apartment life & the tasks necessary for living:
  - Cooking meals
  - Shopping
  - Cleaning living space
  - Cars and transportation issues
  - Financial matters
  - Errands, duties, and other matters
  - Other tasks….

Understand “You”

- Know yourself.
- Know your work style.
- Know your habits.
- Acknowledge your responsibilities.
- Recognize and confront your problem behaviors.
2. Learn to Budget Your Time

• Figure out how much time you spend working on different activities over the course of your week.

Budgeting Your Time

One week = 168 hours
Sleep (5 hours x 7 days) = 35 hours/wk.
Time left = 133 hours/wk.
Work = ???
Projects = ???
Family/friends = ???
Personal Interests = ???

Activities

“Time Chart” Handout

3. Find Your Productive Time

• Determine your most productive time of the day.

Activities

“My Time Management Habits” Worksheet
4. Use Your Time Management Tools

- Determine what tools you can use which will best help you manage your time.

Tools to Track Your Time

- Calendars (work/personal, or paper)
- Printed schedules
- Planners or Post-It Notes
- To-do lists
- Electronic (apps, software, etc.)
- Project tracking tools

Activity
Create Your Master Schedule

*List your “Fixed Commitments” – tasks done at the same time every day:
- Actual time spent at work each day
- Any volunteer or evening regular activities with family
- Religious practices
- Extra-curricular activities which occur regularly

Creating Your Master Schedule: Routine Tasks

Block out times for “Routine Tasks”:
- Time for sleep
- Travel to and from job
- Meal preparation, eating, and cleanup
- Personal care / Exercise / “Me time”
- Household chores
- Family time
- Pets
- Other tasks???

Creating Your Master Schedule: Special Dates and Deadlines

Be mindful of special dates and deadlines:
- Important dates (holidays, vacations, etc.).
- Routine deadlines (i.e. monthly report).
- Other people’s dates and deadlines.

The Eisenhower Box

<table>
<thead>
<tr>
<th>URGENT</th>
<th>NOT URGENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>IMPORTANT</td>
<td>DO IT NOW</td>
</tr>
<tr>
<td>NOT IMPORTANT</td>
<td>DELEGATE IT</td>
</tr>
</tbody>
</table>
5. Don’t Be Afraid to Say “No”

• Do not be afraid to say ‘no’ to those “non-essential” things which may distract you from completing your tasks.

6. Don’t Get Sidetracked

• If you find yourself daydreaming or losing focus on your task, re-examine your tasks to get back on track.

7. Let Go of Perfectionism

• Don’t set up unreal expectations for yourself.
• Pursue excellence not perfection.
• Don’t stress over what is beyond your control.
• Instead, set up realistic / attainable goals.

8. Beat Procrastination

• Do the hardest task first. Reward self.
• Figure out why you may be avoiding the task.
• Help beat procrastination by limiting outside distractions.

9. Prevent Burnout

• Plan time for YOU everyday.
• Understand that what you are feeling is normal.
• Have a life outside of work.
• Still feel overwhelmed, use your campus resources.
10. Learn to Forgive

- People will sometimes make you angry.
- People will sometimes hurt your feelings.
- Learn to let go of negative feeling and move on without taking their words/actions personally.

11. Remember Your Health & Wellness

- Sleep
- Exercise
- Breaks
- Regular meals
- Vary physical routines
- Breathe
- Stress management

Remember...

- Know your goals for work and personal life.
- Understand threats to time management.
- Deal with procrastination.
- Use your most productive times effectively.
- Figure out habits and routines that work for you.
- Remember your tips to handle stress.

Post-Workshop Activity

Develop Your Personal Plan of Action

Questions?

“If you fail to plan, you are planning to fail.”

- Benjamin Franklin
For more information:

Human Resource Services
Employee Assistance Program (EAP)
and Training Center
Holmes Student Center - 7th Floor

(815) 753-9191