

Time Management Strategies

Presented by Ali LaForce

Key Points

Where does the time go?

Strategies for prioritizing and organizing

Managing motivation

The Hat Collection



Time Study

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00	Project A	Filing	Phone calls	Email	Email
9:00		Email	Project A	Project C	Project A
10:00	Phone calls	Project A		Research for A	
11:00	Email			Phone calls	
12:00	Lunch	Lunch	Lunch	Lunch	Lunch
1:00	Project B	Email	Meeting about A	Project C	Team meeting
2:00		Project C	Project A		Draft new form
3:00	Meeting about B			Meeting abut C	Website updates
4:00	Email				Project C

Time Study Analysis

Which tasks require most energy?

What days/times do you have the most energy?

Which tasks are high value? Low value?

What are your time eaters?

What are your most common interruptions?

A “Got Done” List

This list starts blank, then fills as you accomplish things.

Anything productive goes on the list.

It can help build momentum by showing what you’re accomplishing.

To Do

Planning tool

Good for helping
prioritize

Can help with
accountability if
you share your to
do list with
someone

Got Done

Reflective tool

Good for
reminding yourself
that you were
productive, even if
your plan went
awry

Alternative to time
study



Prioritizing and Organizing

A Priority Matrix

Important/Not Urgent	Important/Urgent
Not Important/Not Urgent <i>Can your tasks in this box be eliminated entirely?</i>	Not Important/Urgent

Get Supervisor Input

Lay out your to-do list and have a conversation with your supervisor

To Do	
<u>Task</u>	<u>Priority</u>
Project A	
Project B	
Project C	
New form	
Event A	
Web updates	

3 Questions

1. What projects will have negative consequences if we put them off?
2. What projects will give us the biggest return if we tackle them now?
3. What are the long-term projects that can be done slowly over time, and what are the short-term projects that require immediate attention?

Wearing Too Many Hats? Here's How to Tackle Multiple Priorities at Work, by Kimberly Maul

Delegation

If you have help, *use it*

- Direct reports

- Colleagues (if appropriate)

- Student workers

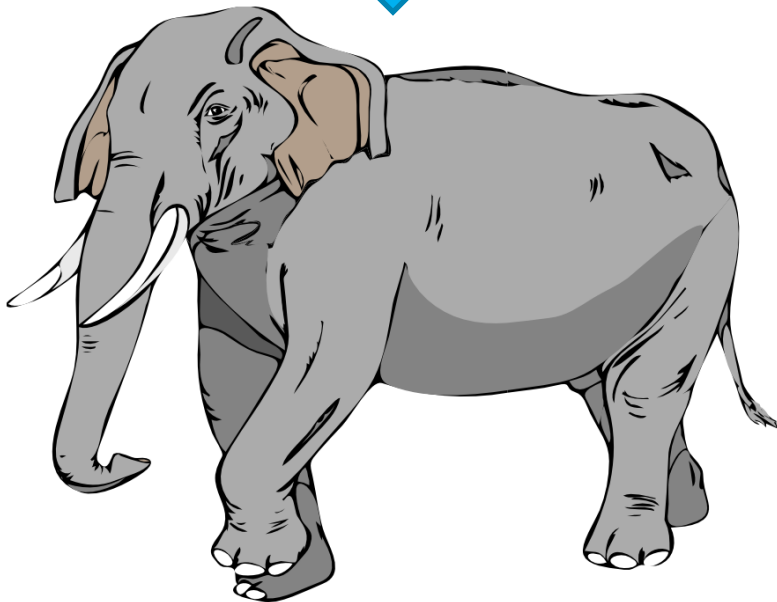
- Technology Tools

The set up may take a bit of time, but the long term payoffs are worth it

Big List

Big picture

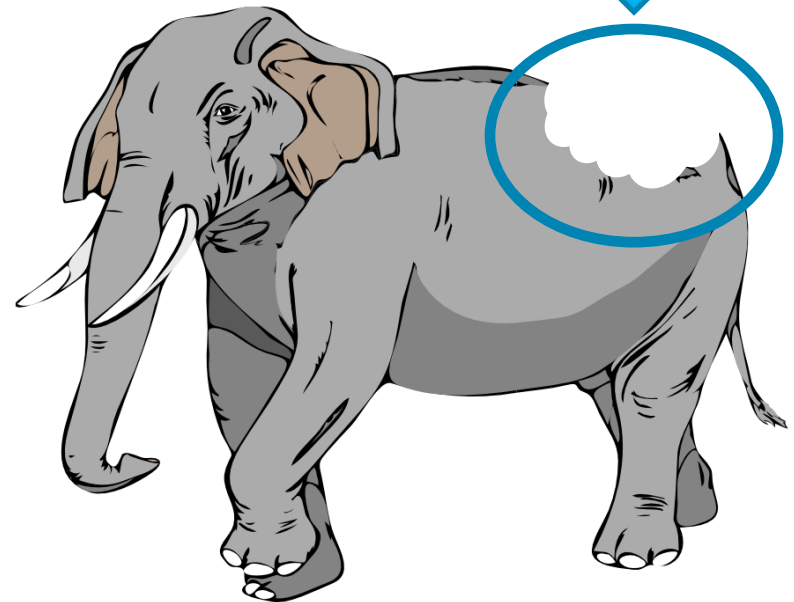
Long-term projects



Little List

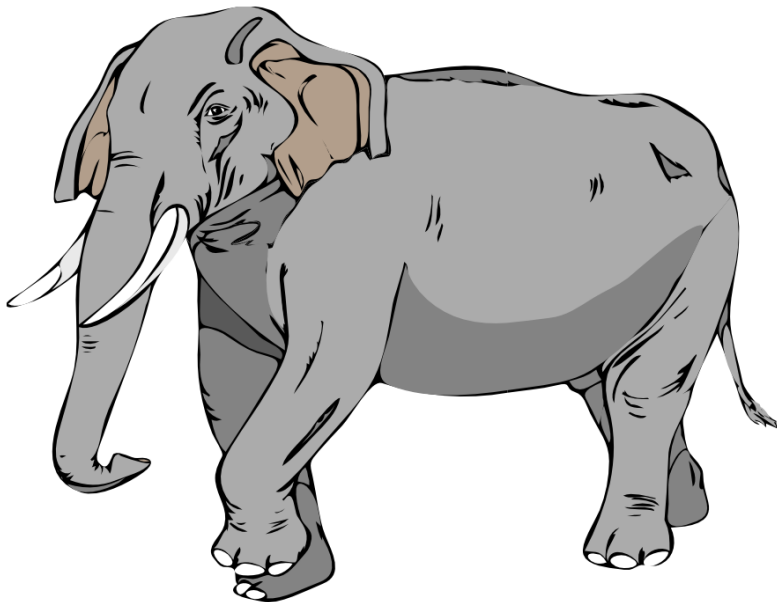
Details

Only one day's worth of tasks



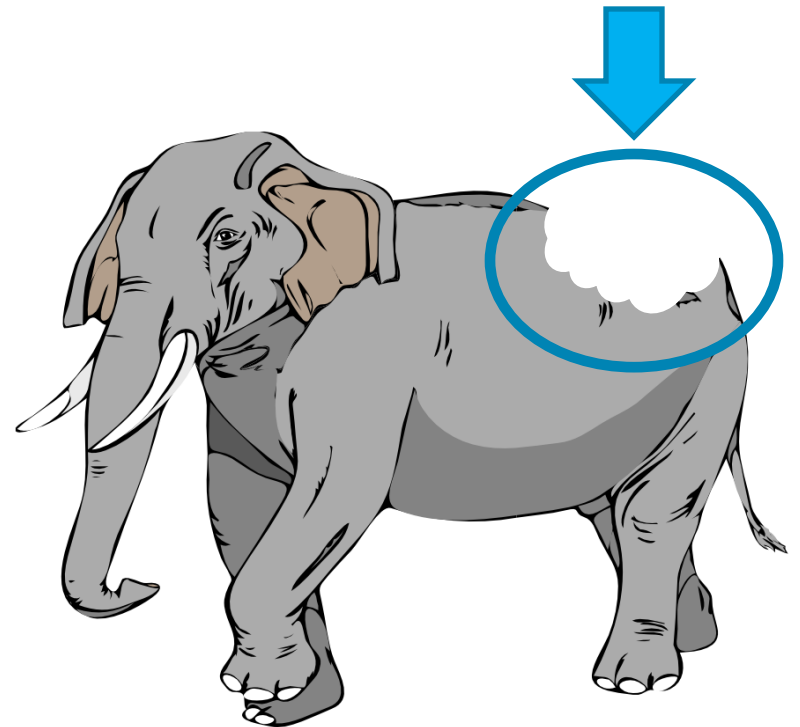
Big List

Write down one of
your big projects



Little List

What are your next
5 bites?



Schedule Tasks

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00					
9:00	Work on Project		Work on Project	Work on Project	
10:00					
11:00					
12:00	Lunch	Lunch	Lunch	Lunch	Lunch
1:00					
2:00					
3:00					
4:00					

Finishing Fridays



Update Big List

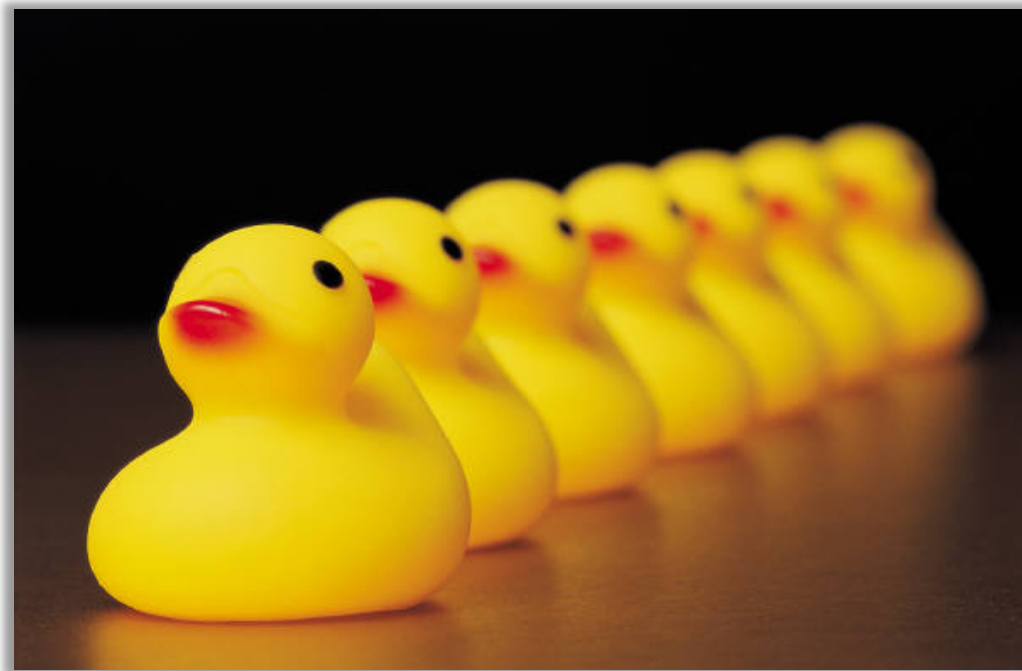
Send
Announcement

File invoices

Sort mail

E-mail Susie

What other strategies help you
prioritize and organize?





Managing Motivation



Let's be honest

Sometimes, "I
can't" is really "I
don't wanna"

In some ways, this
is harder to beat
than the clock is

“When self-regulation fails, it's often because short-term emotional repair takes precedence over our long-term goals.

For example, a task at hand makes us feel anxious or overwhelmed, so we ‘give in to feel good,’ seeking immediate emotional relief, and we walk away, leaving the task for tomorrow.”

Ending Procrastination-Right Now,
Timothy Pychyl

“Tomorrow
and tomorrow
and tomorrow”



What You're Procrastinating

Write down some things you're currently
(or often) putting off

You're procrastinating because _____

It's overwhelming

No one cares

It's tedious

I don't care

It's boring

It's not my job

I need help

It's low priority

I haven't been trained

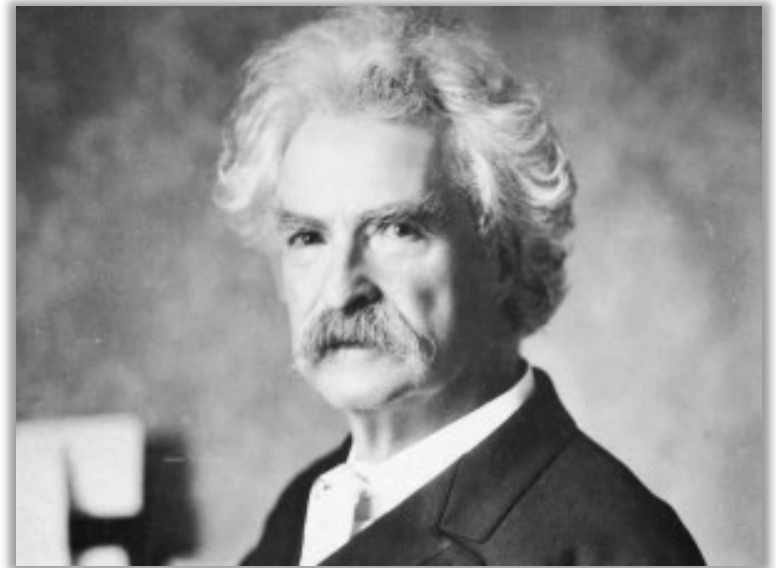
Others will just criticize my work

The background of the slide is a complex, low-poly geometric pattern in various shades of purple, ranging from light lavender to deep violet. The pattern consists of numerous triangles and polygons of different sizes, creating a textured, crystalline effect. In the center of the slide, there is a white rectangular box with a thin black border. Inside this box, the text "Getting past procrastination" is displayed in a bold, grey, serif font. The text is arranged in two lines: "Getting past" on the top line and "procrastination" on the bottom line. The font has a slight 3D effect with a drop shadow.

Getting past procrastination

“If it's your job to eat a frog, it's best to do it first thing in the morning.

And if it's your job to eat two frogs, it's best to eat the biggest one first.”





Eat That Frog!

Philosophy popularized by Brian Tracy, in his book of the same name.

Key idea: If you “eat a frog” first thing in the morning, everything you do afterward will be comparatively easy.

Do your most unpleasant task first to build momentum for the day.



The background is a complex, low-poly geometric pattern in various shades of purple, ranging from light lavender to deep violet. The pattern consists of numerous triangles and polygons of different sizes and orientations, creating a textured, crystalline effect. In the center of the image is a white rectangular box with a thin black border. Inside this box, the text "Or, start easy" is written in a stylized, 3D-effect font. The letters are a light gray color with a subtle gradient and a slight shadow, giving them a three-dimensional appearance as if they are floating or attached to the surface of the box.

Or, start easy



“The scariest
moment is always
just before you
start.”

“Starting is hard, but if you can get over that hump you'll not only have some degree of momentum, but your brain is more likely to pester you to keep working on the task.

Why? It's down to a psychological phenomenon called the Zeigarnik effect, which says that unfinished tasks are more likely to get stuck in your memory.

(This is also why to-do list items continually pop up in your head until you write them down -- a to-do list calms the Zeigarnik effect.)”

5 Scientifically Proven Ways to Beat Procrastination, Jessica Stillman

Get Moving

Physical movement helps stimulate the brain and provides an energy boost



Accountability

“I will *_[task]_* by *_[time]_*”

Tell your supervisor, a colleague, a friend
– whoever will hold you to your goal.



Pomodoro Technique

a.k.a. “Tomato time”

Do that unpleasant task

But you only have to do it
for 25 ***focused*** minutes



Bribery



What other strategies help motivate you to tackle unpleasant tasks?



Resources

5 Scientifically Proven Ways to Beat Procrastination

<http://www.inc.com/jessica-stillman/5-scientifically-proven-ways-to-beat-procrastination.html>

10 Must-Have Tools for Time Management

<http://money.usnews.com/money/blogs/outside-voices-careers/2012/04/10/10-must-have-tools-for-time-management->

Ending Procrastination—Right Now!

<https://www.psychologytoday.com/articles/200909/ending-procrastination-right-now>

How to Make Yourself Work When You Just Don't Want To

<https://hbr.org/2014/02/how-to-make-yourself-work-when-you-just-dont-want-to/>

How to Manage Time with 10 Tips That Work

<http://www.entrepreneur.com/article/219553>

Manage Procrastination with the Pomodoro Technique

<https://www.psychologytoday.com/blog/intrinsic-motivation-and-magical-unicorns/201307/manage-procrastination-the-pomodoro-technique>

Wearing Too Many Hats? Here's How to Tackle Multiple Priorities at Work

<http://idealistcareers.org/how-to-tackle-multiple-prioritis/>