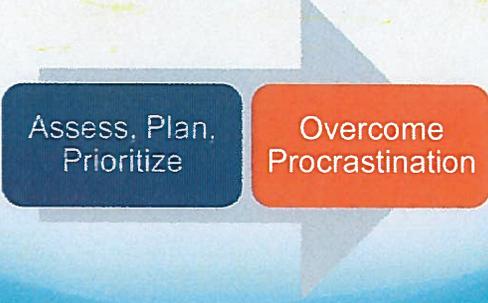


Time Management

Elizabethtown Community and Technical College
Workforce Solutions



Workshop Objectives



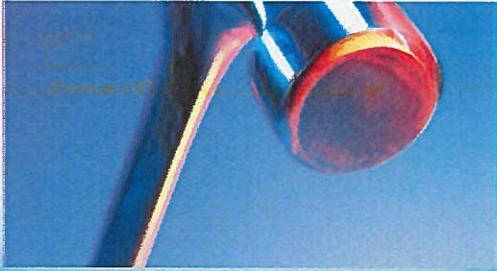
Assess, Plan, Prioritize

Overcome Procrastination

How many feel weighed down by time?



Time is a Tool



A Simple Equation:

Stuff

—————
Time

- The higher the number, the higher the stress.

My Full Plate



In your groups:

- Compare your daily activities.
- Which activities consume most time?
- Which activities are most important?
- Choose a spokesperson for you group.
- We will discuss our full plates in 5 minutes.

JOURNAL YOUR THOUGHTS ON THIS QUOTE:

**THE LAST THING
ONE KNOWS IS
WHAT TO PUT
FIRST.
BLAISE PASCAL**

What is important
is seldom urgent
and what is urgent
is seldom
important.

Dwight D.
Eisenhower



The Urgent/Important Matrix(10-

11)



In Your Groups:

- Evaluate your daily activities using the Urgent/Important Matrix.
- In what quadrants are you spending most of your time?
- We will discuss in 3 minutes.

Module Two: Setting SMART Goals (7)

Goal setting can be used in every area of your life. Setting goals puts you ahead of the pack! Some people blame everything that goes wrong in their life on something or someone else.

Successful people dedicate themselves towards taking responsibility for their lives, no matter what the unforeseen or uncontrollable events. Admit, then commit.

The bad news is that time flies. The good news is that you are the pilot.

Michael Altshuler



The SMART Way (8)

- S** Specific
- M** Measurable
- A** Achievable
- R** Relevant
- T** Timed

"The 3 P's" (7-8)

- **Positive-goals should be phrased positively.**
- **Personal-goals must reflect your own dreams and values.**
- **Possible-consider what is possible and in your control when writing goals.**

GOAL PRACTICE



- 1. Choose a goal you really want to achieve in the near future.
- 2. Write the goal on one of the blank sheets of your manual.
- 3. Use the acronym SMART, ensure it is a SMART goal.
- 5. Trade SMART goals with the person sitting next to you. Critique each other's goals for SMARTness.

Management by Crisis

- Management by crisis is a phrase used to describe the common problem of allowing unexpected events, interruptions, problems, or emergencies to dictate your priorities and actions.



In your groups:

- List the "fires" that you spend time putting out during a typical workday.



In your groups:

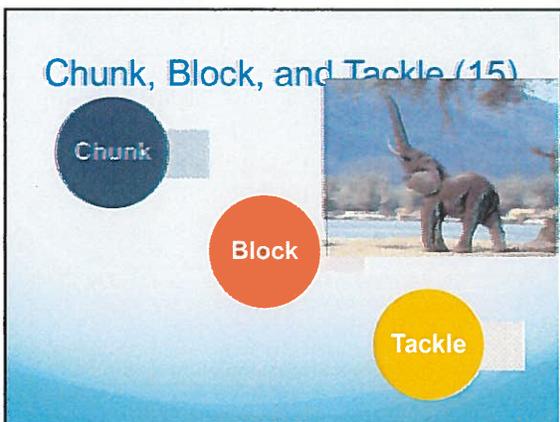
- Select three of the "fires" from your group's list. Brainstorm ways to prevent and/or manage these "fires". How might you eliminate or reduce the frequency of occurrence of these crises? Be ready to report in 3 minutes.



Monday, July 18, 2016

- Cloudy and Cold (Gets you writing)
- Today I am thankful for: (Helps your attitude)
 - 1.
 - 2.
 - 3.
- Today I want to: (List , then number to prioritize)
 - 3.
 - 1.
 - 2.

Chunk, Block, and Tackle (15)

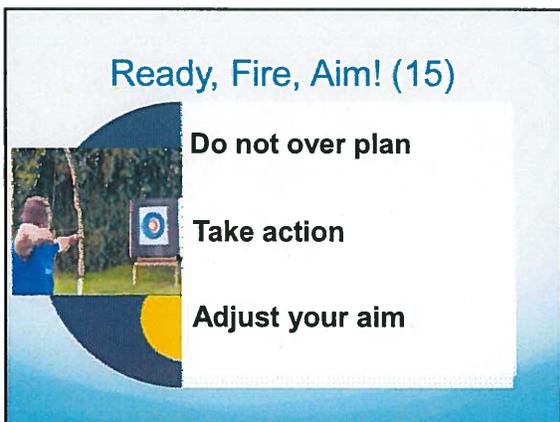


Chunk

Block

Tackle

Ready, Fire, Aim! (15)



Do not over plan

Take action

Adjust your aim

Tackling Procrastination

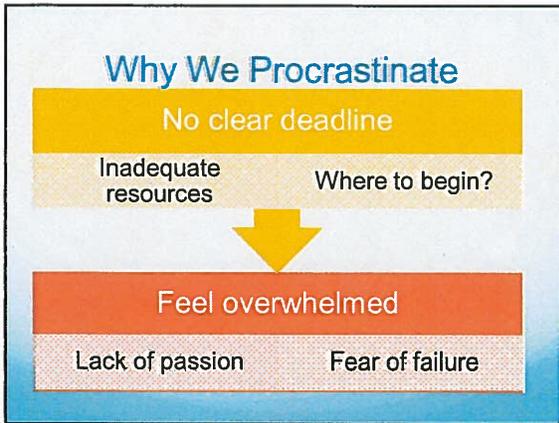
Procrastination means delaying a task (or even several tasks) that should be a priority.

The ability to overcome procrastination and tackle the important tasks is a hallmark of the most successful people out there.

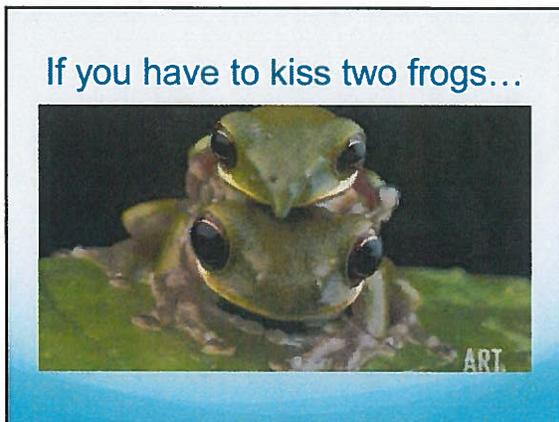
I am a great believer in luck, and I find the harder I work, the more I have of it.

Thomas Jefferson









If you have to eat a live frog...



It does not pay to sit and look at it for long!



Let's Play Donnie Says

- Please stand and spread out an arms length apart.
- Follow my directions.



Setting a Ritual

Rituals and routines can actually help increase the spontaneity and fun in your life.

Because routine tasks are already planned for, you have more energy to spend on the tasks that will bring you closer to your goals and bring more joy to your life.

Discipline is the bridge between goals and accomplishment.

Jim Rohn



Time wasters...

- **In your journals, list the average daily time you spend:**
 - **On your phone**
 - **In front of your TV**
 - **Playing video games**
 - **Coloring**
 - **Reading**
 -

A Case Against the Clock

- By Tony Crabbe from Quartz
- "Research shows that if you increase people's awareness of time-by placing a big clock in front of them-they do more stuff."
- "Yet a strong time awareness makes us prioritize the urgent and immediate rather than the important and strategic."
- "No business or life was changed by an empty in-box"

Beyond Time Management

- Tony Crabbe in Quartz
- "We need more thinking, creativity, and problem solving."
- "Now its time for us to develop a different strategy-one that starts from the recognition that, in our overloaded world, the greatest shortage is not of time but of attention."
