



# **Time Management**

# Time Management Matrix

	Urgent	Not Urgent
Important	<p>Do Now</p> <ul style="list-style-type: none"><li>• Projects with Deadlines</li><li>• Crises (Personal and professional)</li></ul>	<p>Spend Most Time On</p> <ul style="list-style-type: none"><li>• Relationship Maintenance</li><li>• Recreation</li><li>• Main projects</li></ul>
Not Important	<p>Do Quickly</p> <ul style="list-style-type: none"><li>• Routine activities (Calls, emails, reports, etc.)</li></ul>	<p>Reject Or Decrease</p> <ul style="list-style-type: none"><li>• Time wasters (Calls, emails, checking facebook, internet surfing, etc.)</li></ul>

# Program Objectives (1 of 2)

- ◆ Clarify participant objectives.
- ◆ Recognize signs of chronic disorganization.
- ◆ Learn to clear your desk of clutter and create a filing system.
- ◆ Identify the most common interruptions of working time and ways to eliminate them.

# Program Objectives (2 of 2)

- ◆ Determine why and where you procrastinate and overcome procrastination.
- ◆ Apply the practical techniques, concepts, and strategies developed through this program.

# Definition

- ◆ The predictable control an individual can exercise over a series of events.

# Why Is It Necessary?

- ◆ What does “Time” (SELF) Management do for you, your job, your group and/or your organization?

# Controlling The Demands

- ◆ Manage the work (use time constructively).
- ◆ Improve productivity/effectiveness (spend time on results-producing activities).
- ◆ Let's look at this thing called, "Time Management."

# Time Wasting Culprits





# Time Wasting Culprits



- ◆ What Are The Most Common Time Wasters, Thieves and Culprits?

# Time Wasting Culprits (1 of 2)

- ◆ Telephone Interruptions.
- ◆ Inefficient Delegation.
- ◆ Extended Lunches or Breaks.
- ◆ Cluttered Work Space.
- ◆ Poorly Run Meetings.
- ◆ Socializing On The Job.
- ◆ Misfiled Information.

# Time/Self Management



# Time/Self Management

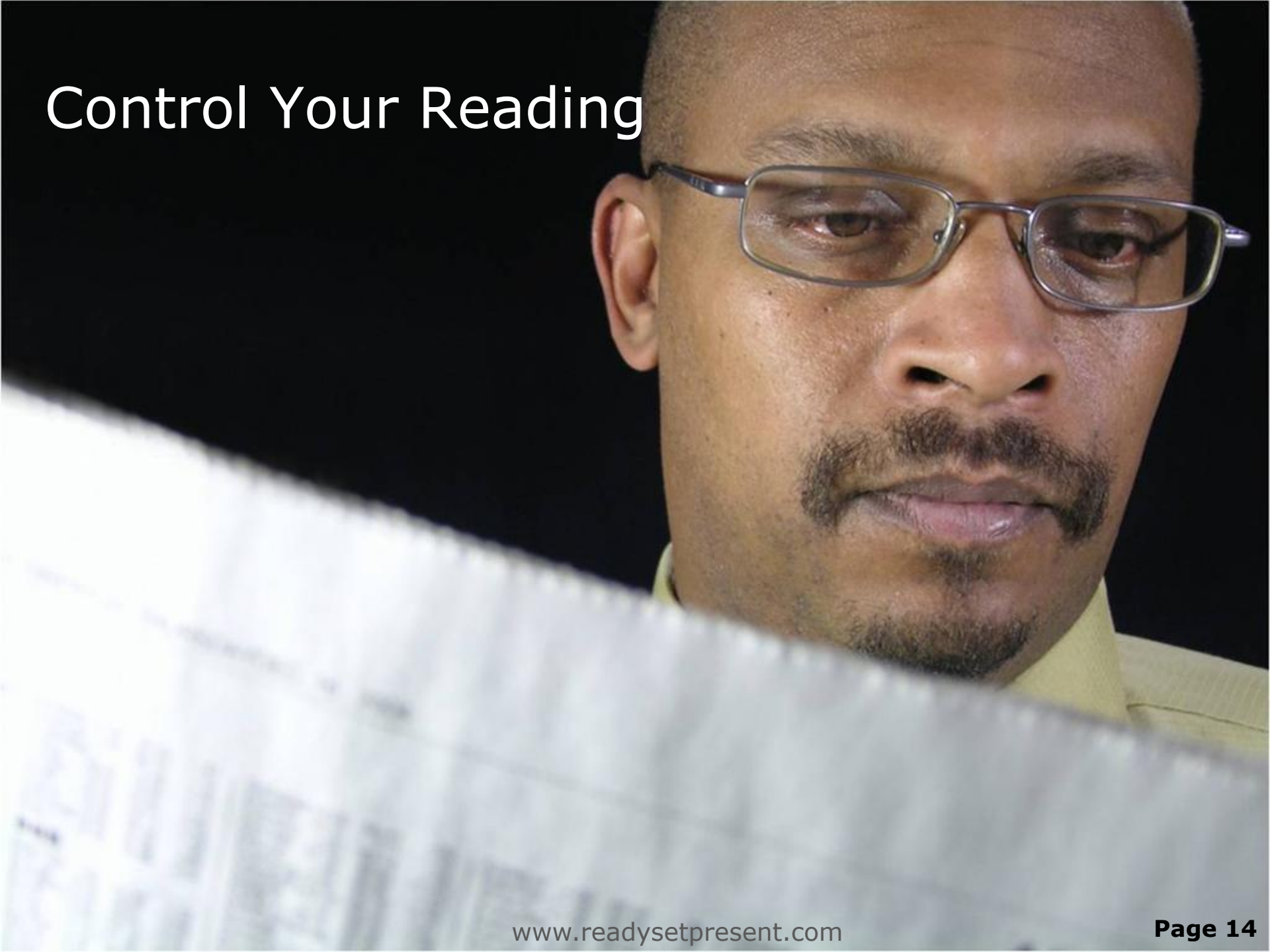


- ◆ You do not manage time!
- ◆ You manage:
  - Yourself,
  - others
  - and work.

# Priority Setting/Scheduling



# Control Your Reading



# Telephone Interruptions





Download "**Time Management**"  
PowerPoint presentation  
at **ReadySetPresent.com**

**150 slides include:** 5 points on having a balanced life, 5 points on devoting your time, 3 points on controlling the demands, 14 time wasting culprits, 13 points on how to use time effectively, 11 points on stopping time-wasting culprits, 7 strategies, 8 techniques for organizing, 8 scheduling tips, 9 scheduling guidelines, 6 points on methods of prioritization, 8 points on daily to-do lists, 10 ways to clear your desk, 14 points on controlling paper handling, 12 points on paperwork, 4 points on correspondence, 5 points on controlling your reading, 40 points on telephone interruptions, 15 points on controlling telephone time, 5 more points on interruptions, 18 points on drop-in visitors, 6 points on how to say no, 7 points on getting more done, 21 points on management by crisis, 7 points on worrying, 5 keys to deal with procrastination, 13 points on conquering procrastination, 5 extra suggestions, 16 action steps and much more!

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***Now: more content, graphics, and diagrams***