



Time Management
Teleconference

Presented by

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"Time is free, but it's priceless. You can't own it, but you can use it. You can't keep it, but you can spend it. Once you've lost it, you can never get it back."

— Harvey Mackay

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How Balanced is Your Life?

(Please complete this page prior to the teleconference)

Directions: Listed below are typical areas of a person's life, collectively representing how they spend time.

1. Indicate the percentage of time you spend in each area during a **typical week** in the "Current" column. The total of all thirteen areas must equal 100%.
2. Is this the overall balance that you really want in your life? What is your ideal? Please indicate your ideal percentages in the "Ideal" column.
3. Circle the area(s) you need to change.

Quick hour to percentage conversions: 168 hrs./wk

50 hrs. = 30% 40 hrs. = 24% 25 hrs. = 15% 20 hrs. = 12% 10 hrs. = 6% 7 hrs. = 4% 5 hrs. = 3% 2 hrs. = 1%

		Current	Ideal
Category One:	SPIRITUAL	_____ %	_____ %
Category Two:	PHYSICAL	_____ %	_____ %
Category Three:	CAREER/WORK	_____ %	_____ %
Category Four:	COMMUTE	_____ %	_____ %
Category Five:	SOCIAL/FRIENDS	_____ %	_____ %
Category Six:	FAMILY	_____ %	_____ %
Category Seven:	HOBBIES	_____ %	_____ %
Category Eight:	CONTRIBUTION TO SOCIETY	_____ %	_____ %
Category Nine:	PERSONAL GROWTH	_____ %	_____ %
Category Ten:	HOME/RESPONSIBILITIES	_____ %	_____ %
Category Eleven:	EAT/DRESS	_____ %	_____ %
Category Twelve:	SLEEP	_____ %	_____ %
Category Thirteen:	LEISURE	_____ %	_____ %
	TOTAL	<u>100 %</u>	<u>100 %</u>

Time Management



What do good time managers do?

- | | |
|----|----|
| 1. | 5. |
| 2. | 6. |
| 3. | 7. |
| 4. | 8. |

What do poor time managers do?

- | | |
|----|----|
| 1. | 4. |
| 2. | 5. |
| 3. | 6. |

Time management skills I would like to improve:

- | | |
|----|----|
| 1. | 3. |
| 2. | 4. |

The Benefits of Good Time Management

What are the benefits of being a good time manager?

- | | |
|----|----|
| 1. | 4. |
| 2. | 5. |
| 3. | 6. |

THE VALUE OF GOOD TIME MANAGEMENT SKILLS

If you save 5 minutes a day, at the end of the year, you will have the opportunity to increase your productivity by _____ full eight hour days.

If you save 15 minutes a day, at the end of the year, you will have the opportunity to increase your productivity by _____ full eight hour days.

If you save 30 minutes a day, at the end of the year, you will have the opportunity to increase your productivity by _____ full eight hour days.

If you save one hour a day, at the end of the year, you will have the opportunity to increase your productivity by _____ full eight hour days.

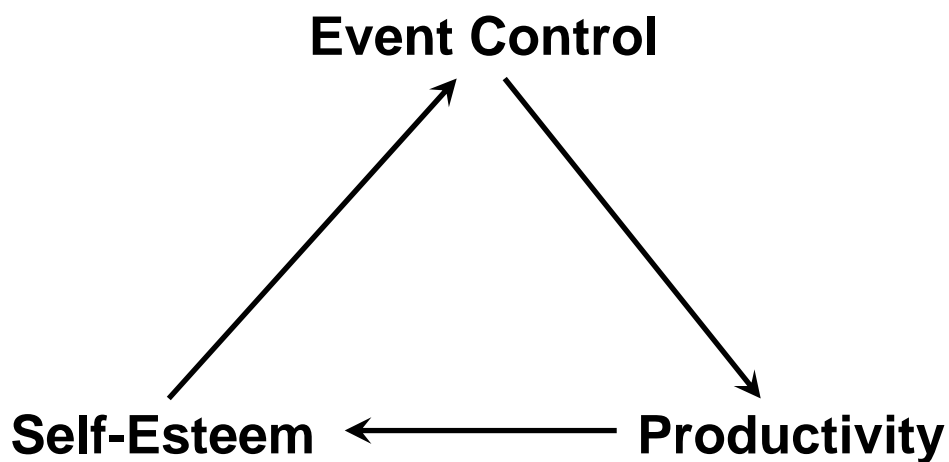
If you save two hours a day, at the end of the year, you will have the opportunity to increase your productivity by _____ full eight hour days.

My personal goal is to find a way to manage my time so I increase my productivity by _____ minutes/hours each day.

If I reach my goal of increasing my productivity by _____ minutes/hours each day, the benefit to me personally will be:

Words that Describe How I Feel... When I Am In Control of Events in my Life	Words that Describe How I Feel... When Events in My Life Are Out of Control
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
6.	6.

The better you feel about yourself, the more productive you will be.

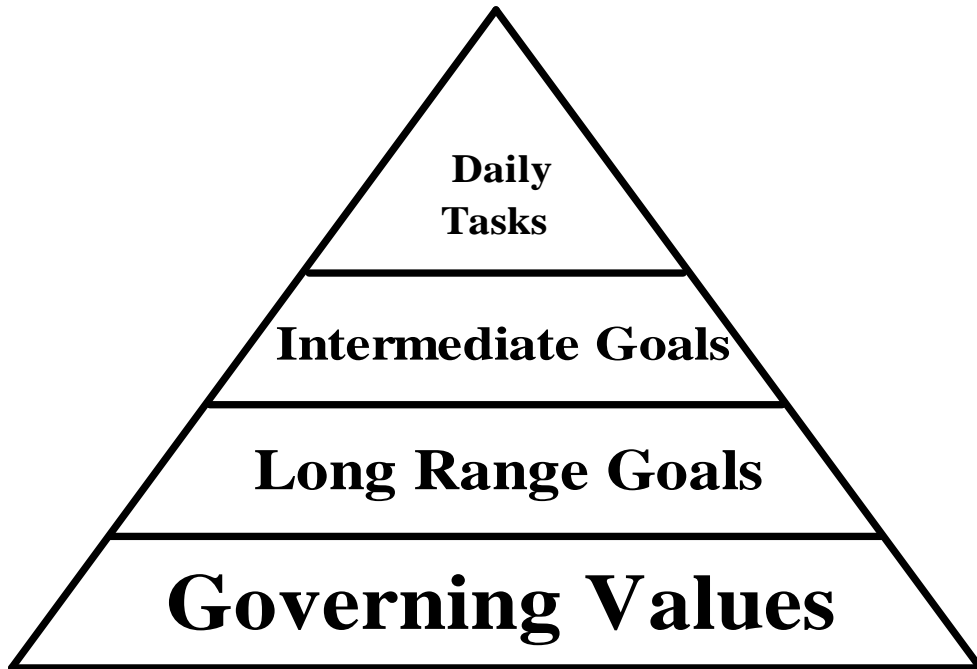


The Highest Priorities in My Life



1.	3.
2.	4.

Values Determine Daily Tasks



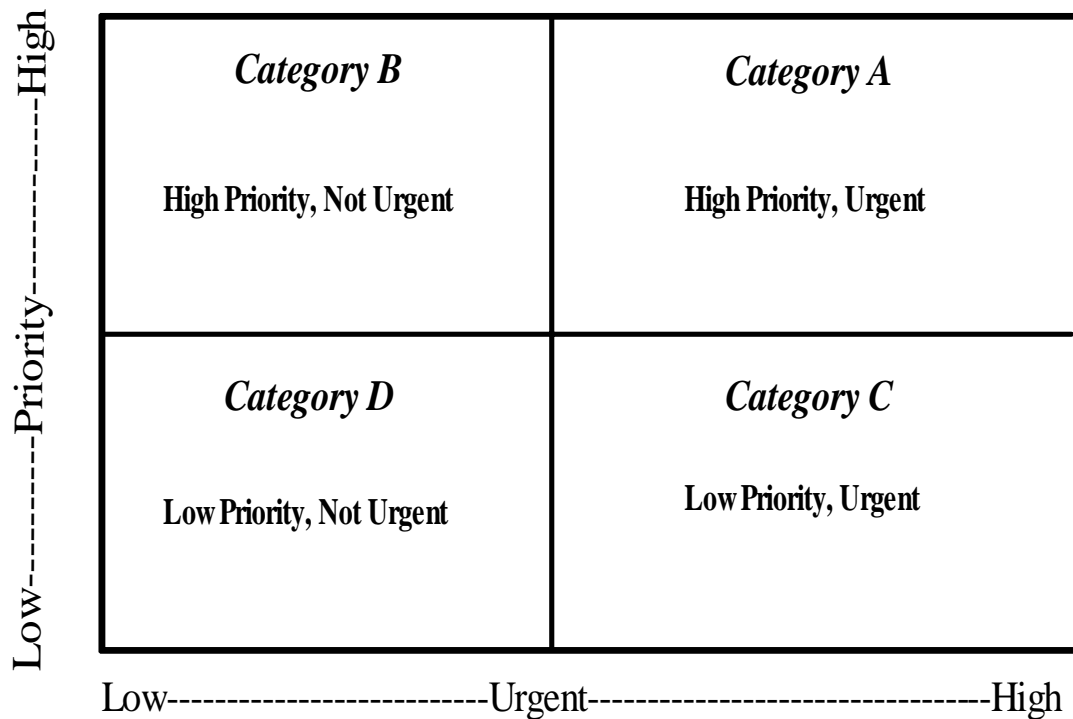
What can I do differently to align my daily tasks with my highest priorities?

1. _____

2. _____

3. _____

Setting Priorities



Four Keys to Successfully Handling Your Priorities...

1. Do your "A's" first.
2. Move "B's" to "A" status.
3. Place less emphasis on "C's".
4. Use "GUTS" on "D's".

G = give it away

U = use it

T = trash it

S = save (file) it

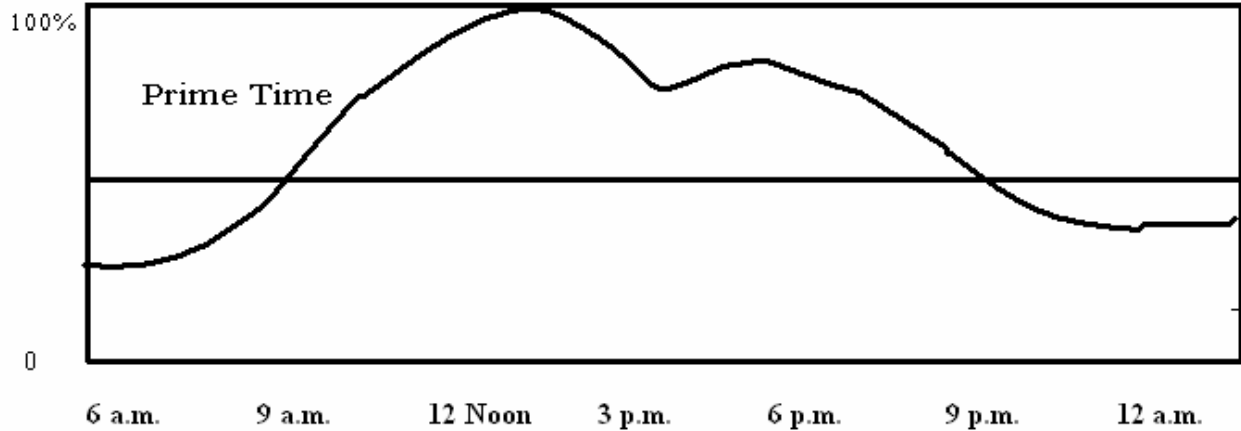
"Nothing is particularly hard if you divide it into small jobs."

Henry Ford

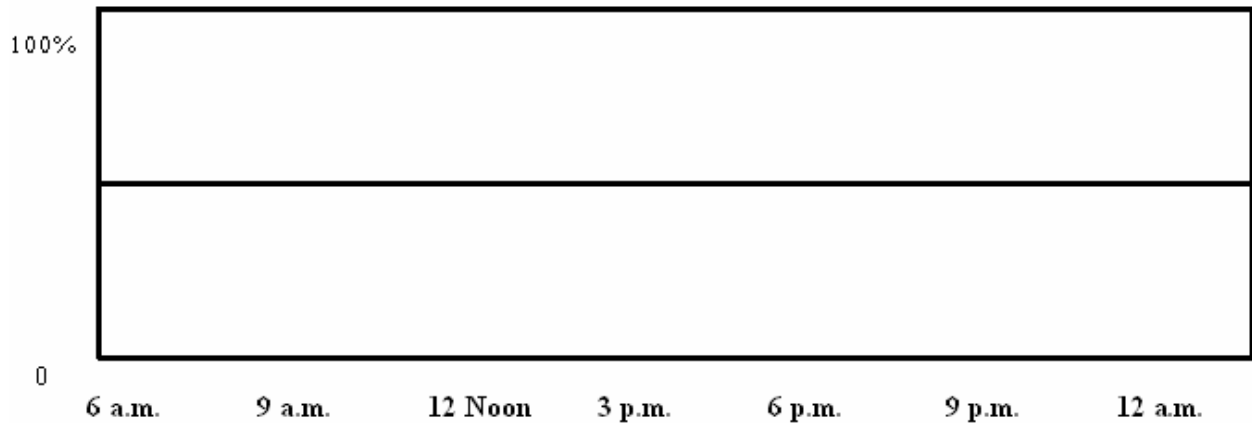
Chart Your Energy Cycle

When considering a daily schedule, it is a good idea to keep your energy cycle in mind. Some people are at their best early in the morning. Others peak in the afternoon. Whenever possible, try to plan your daily schedule to match your "prime time."

TYPICAL ENERGY CYCLE

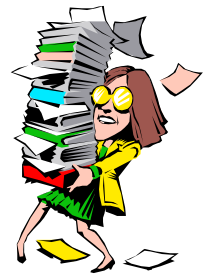


YOUR ENERGY CYCLE



What can I do differently to better utilize my period of peak energy?

Moving From Doer to Delegator



Leading is generally defined as getting things done through people. Delegation is essentially giving people things to do. Thus, by definition, the two are inextricably interwoven.

What are the Benefits of Delegation?

1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

Why are We Reluctant to Delegate?

1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

“Never tell a person how to do things. Tell them what to do and they will surprise you with their ingenuity.”

General George Patton

Guidelines for Better Delegation

- 1. Analyze your job.**
- 2. Decide what to delegate.**
- 3. Plan the delegation.**
- 4. Select the right person.**
- 5. Make the delegation.**
- 6. Follow-up.**

Planning to Delegate



Step One:

List ten things you do in your job:

	Category	Time
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____

Step Two:

Categorize each item into one of these five possible areas:

- A. Regular Ordinary Routine Activities **ROR**
- B. Problem Solving or Fire-Fighting Areas **FF**
- C. Problem Prevention--Initiative-Taking Areas **IT**
- D. Leadership Tasks--Developing Your People **LD**
- E. Personal Development **PD**

Planning to Delegate...(Continued)

Step Three

Estimate the percent of time you spend in each category:

ROR _____

FF _____

IT _____

LD _____

PD _____

The typical leader spends about:

60% percent of his/her time in regular ordinary routine activities

30% percent of his/her time in fire-fighting activities

10% percent of his/her time in proactive problem prevention and leadership development activities

To gain more time for problem prevention and leadership development, you have to decide which regular ordinary routine activities you can delegate and to whom.

Planning to Delegate...(Continued)

Step Four:

List the task you plan to delegate, to whom, when, and the time saved:

<i>Task</i>	<i>To Whom</i>	<i>When</i>	<i>Time Saved</i>
Total Time Saved			

Twelve Steps to Successful Time Management



- Step One: **Determine what is the most important use of your time.**
- Step Two: **Set goals with deadlines and target dates that support what is most important.**
- Step Three: **Develop an effective calendar/day-timer system. Create a master "To Do" list. Update it daily.**
- Step Four: **Prioritize your tasks.**
- Step Five: **Do your priority "A," or toughest tasks first.**
- Step Six: **Identify your most productive hours each day.**
- Step Seven: **Design your environment...establish place habits.**
- Step Eight: **Plan the evening before.** (Get a jump-start on the next day!)
- Step Nine: **Delineate time blocks.**
- Step Ten: **Cluster common tasks.**
- Step Eleven: **Graduate from being a "doer" to a "delegator."**
Delegate to others where appropriate.
- Step Twelve: **Stop. Reflect. Ask yourself if what you are doing right now is the best possible use of your time.**

Take control of how you spend your time!

Preparing for the Delegation



Name of individual to receive delegated project : _____

1. What is the goal of this project? _____

2. Why did you select this person for the project?

3. Why is this project important? How does it contribute to the department's or organization's success?

4. What needs to be done? _____

5. What are the expected results? How will you measure successful completion?

6. What is the scope of authority? What are the limitations of authority?
(Decision making, time, people, money)

7. What training will this individual need to be successful?



Time Management Action Plan

What are five actions I can take to help me better manage my time? For ideas, revisit the skills you want to improve and the time management problem you would like to solve, your ideal week, ideas for aligning priorities with daily tasks, areas where you can take greater control, your energy cycle, and your plans to delegate.

Action Step #1

Action Step #2

Action Step #3

Action Step #4

Action Step #5

Daily Time Log

Note: Do not try to account for each minute of the day. Account for 15 minute blocks of time.

Day of Week: M T W T F		Date:	
Time	Activity	Time	Activity
5:00am		2:30	
5:15		2:45	
5:30		3:00	
5:45		3:15	
6:00		3:30	
6:15		3:45	
6:30		4:00	
6:45		4:15	
7:00		4:30	
7:15		4:45	
7:30		5:00pm	
7:45		5:15	
8:00		5:30	
8:15		5:45	
8:30		6:00	
8:45		6:15	
9:00		6:30	
9:15		6:45	
9:30		7:00	
9:45		7:15	
10:00		7:30	
10:15		7:45	
10:30		8:00	
10:45		8:15	
11:00		8:30	
11:15		8:45	
11:30		9:00	
11:45		9:15	
Noon		9:30	
12:15		9:45	
12:30		10:00	
12:45		10:15	
1:00		10:30	
1:15		10:45	
1:30		11:00	
1:45		11:15	
2:00		11:30	
2:15		11:45	