



**I DON'T HAVE TIME TO MANAGE MY  
TIME**

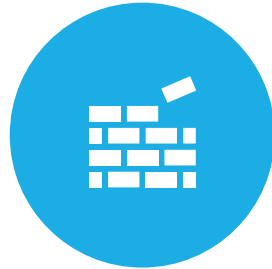
---

Victoria Shaw

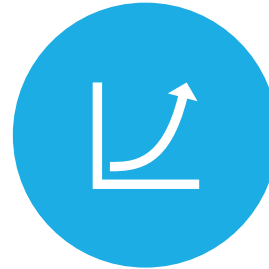
# AGENDA



MYTHS ABOUT TIME  
MANAGEMENT



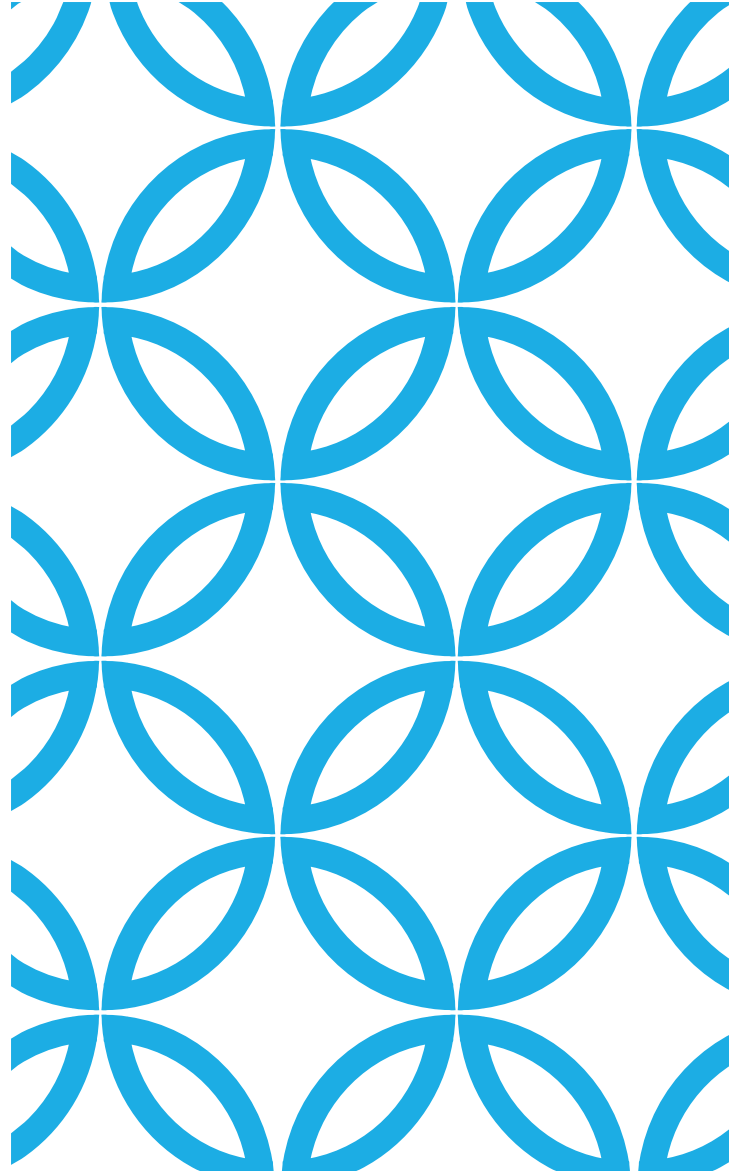
HOW DO I MANAGE MY  
TIME?



BEST PRACTICES  
ORGANIZING AND  
PRIORITIZING YOUR WORK



REFLECTION: TECHNIQUES I  
WILL IMPLEMENT



# MYTHS ABOUT TIME MANAGEMENT

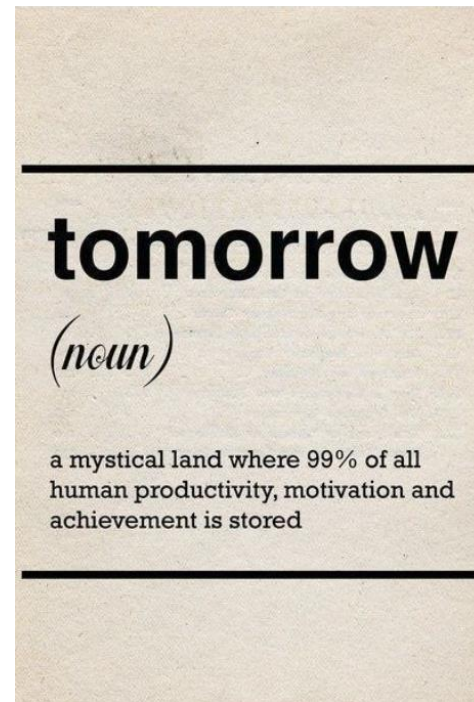
---

Lesson 1

# I'LL DO IT TOMORROW

---

This is really procrastination.



# ORGANIZE



## RECOMMENDATION:

Just itemizing and attempting to chip-away at items on a list, even when we do so in a structured fashion, is counterproductive to good time management.

MYTH: It's just a matter of finding a better way to organize all the work and to-do's on my list so I can do more of it.

# PRODUCTIVITY



## RECOMMENDATION:

Successful time management is about identifying the critical paths, prioritizing the most relevant tasks, and focusing efforts on getting the important things done first.

MYTH: I need to find ways to work faster and smarter, all in the name of being more productive.

# MULTI-TASKING



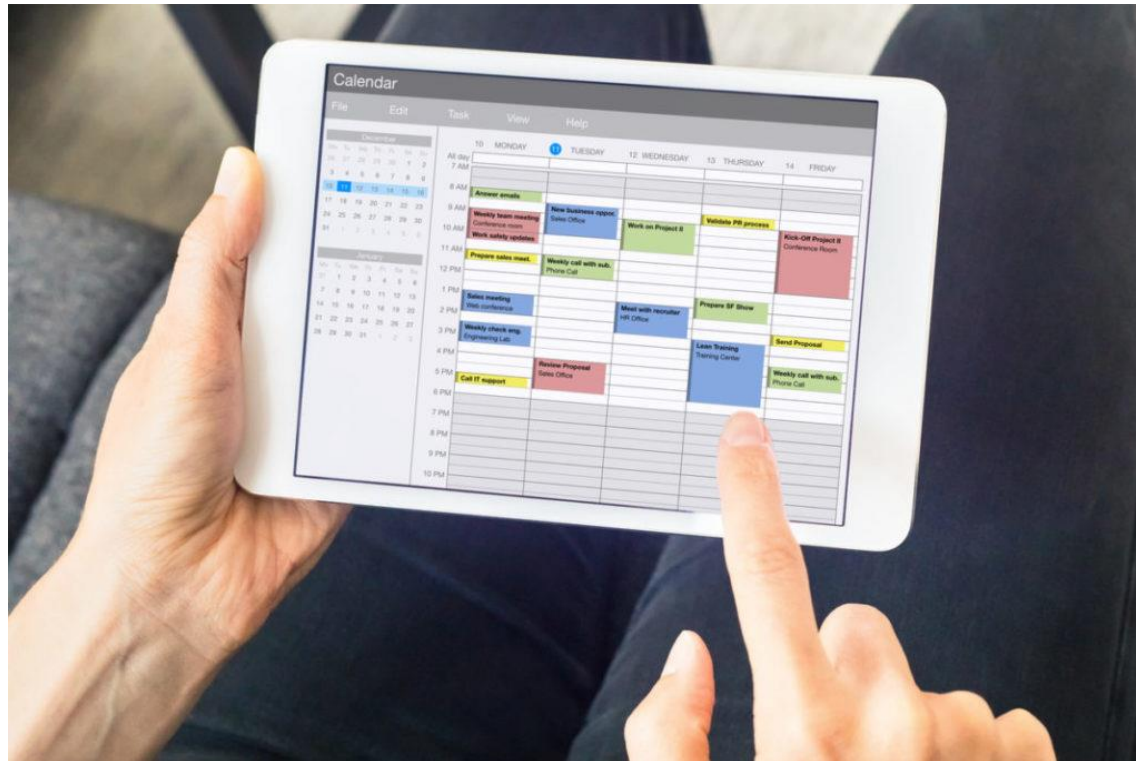
## RECOMMENDATION:

When we shift attention to another task, it can take more than 15 minutes for our brains to focus on a new task.

We're doing so much at once that we aren't paying attention to what is going on around us and it likely leads to increased errors in our own projects.

MYTH: I can maximize my personal productivity by doing multiple activities at the same time.

# SCHEDULING



## RECOMMENDATION:

Non-stop activity can work when your energy and willpower are high. But as the day wears on, keeping up with that relentless pace gets increasingly difficult.

MYTH: I should schedule activity into every minute of the workday.



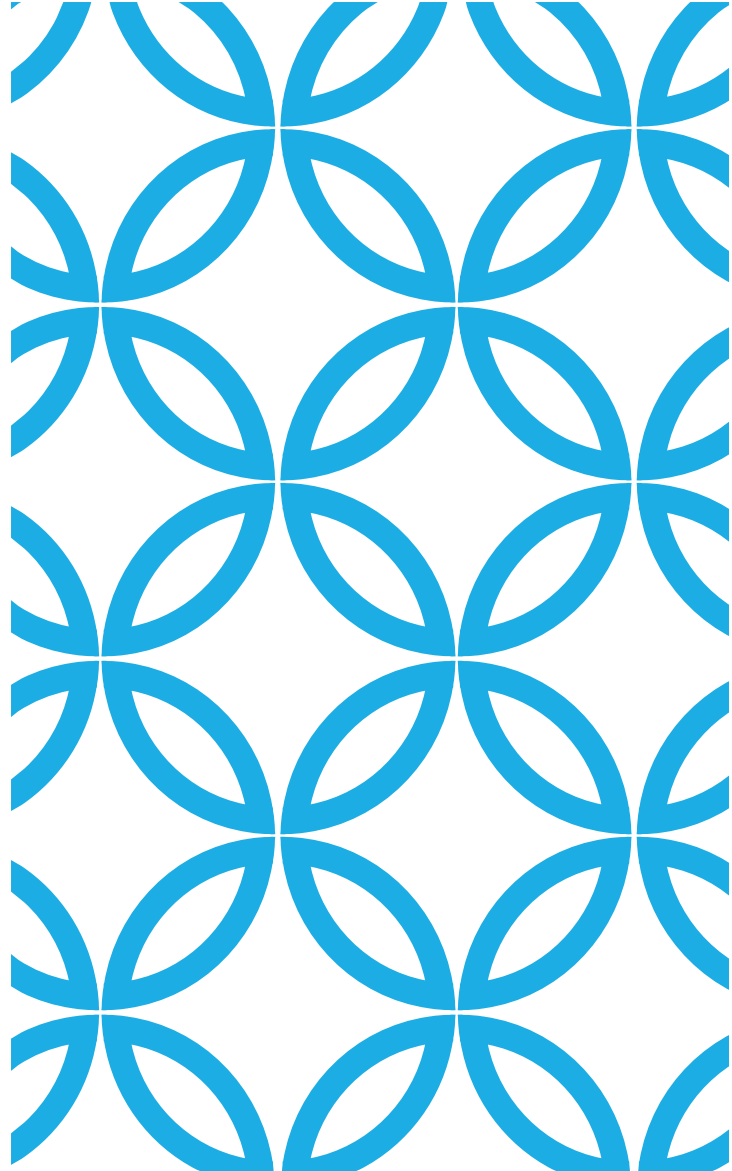
# MEMORABLE QUOTES



*“Much of the stress that people feel doesn’t come from having too much to do. It comes from not finishing what they started.” – David Allen*



*“Procrastination is like going to a fancy restaurant and filling up on bread and not leaving enough room for dinner.” – Richie Norton*



# HOW DO I MANAGE MY TIME?

---

Lesson 2

# I CONTROL TIME



[This Photo](#) by Unknown Author is licensed under [CC BY-NC-ND](#)

MYTH: I control time and will bend it to my will.

RECOMMENDATION:

Time is time.

“All we have to decide is what to do with the time that is given us.” – Gandolf

“TIME MANAGEMENT” IS  
THE PROCESS OF  
ORGANIZING AND  
PLANNING HOW TO  
DIVIDE YOUR TIME  
BETWEEN SPECIFIC  
ACTIVITIES.

---



## How Good Is Your Time Management? - from MindTools.com

1

CLICK THE LINK TO  
LOG INTO THE SITE.

2

CLICK THE BUTTON  
IN THE COLUMN  
THAT BEST DESCRIBES  
YOU.

3

WHEN YOU ARE  
FINISHED, CLICK THE  
"CALCULATE MY  
TOTAL" BUTTON AT  
THE BOTTOM OF THE  
TEST.

15 Statements to Answer	Not at All	Rarely	Sometimes	Often	Very Often
1 The tasks I work on are the ones with the highest priority.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2 I find myself completing tasks at the last minute, or asking for extensions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3 I set aside time for planning and scheduling.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4 I know how much time I spend on each of the various task I do.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5 I find myself dealing with interruptions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6 I use goal setting to decide what tasks and activities I should work on.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Answer the questions as you are, rather than how you think you should be.

# HOW DO YOU MANAGE YOUR TIME?



# POLLING FEATURES QUESTION

In which category did your self-assessment rating fall?

A

46-75

B

31-45

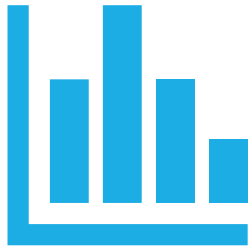
C

15-30

D

I choose not to share.





Score	Comment
46-75	You're managing your time very effectively. Moving forward, offer to coach others on the time management tips and techniques you know best. Also take the time to try something new.
31-45	You're good at some things, but there's room for improvement elsewhere. Focus on the tips and techniques in the next lessons. Perhaps you'll find that work becomes much less stressful.
15-30	Congratulations on taking the first step. The good news is that you've got a great opportunity to dramatically improve your effectiveness at work, and your long-term success!

# WHAT DOES IT MEAN?

# MEMORABLE QUOTES

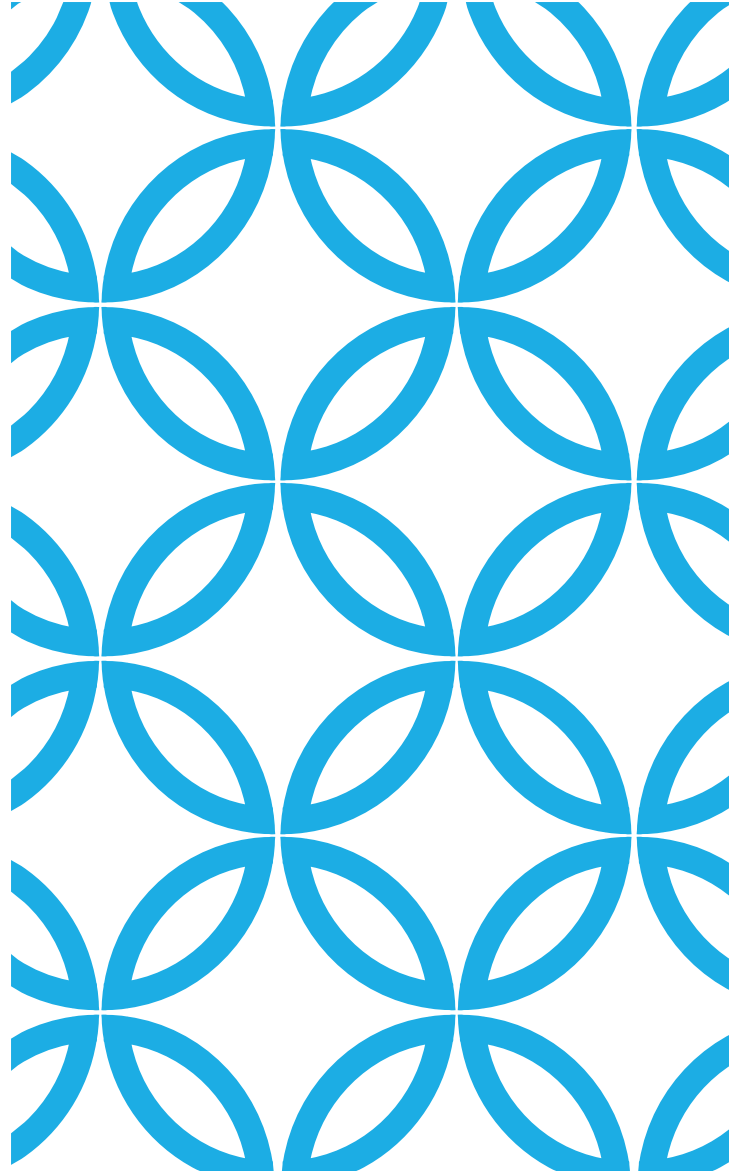


*“It’s surprising how much free time and productivity you gain when you lose the busyness in your mind.” — Brittany Burgunder*



*“All we have to decide is what to do with the time that is given us.”  
— Gandolf*





# BEST PRACTICES FOR ORGANIZING AND PRIORITIZING YOUR WORK

---

Lesson 3