

Time Management

Objectives:

- ✓ Understand various approaches to time management
- ✓ Analyze tasks and discuss their relationship on the time management matrix
- ✓ Perform self appraisal of time allocation
- ✓ Discuss time management tips and apply them to daily lives

Advance Preparation:

- ✓ Review the material provided in the lesson packet. For additional reading about time management read First Things First by Stephen Covey.

Materials Needed:

- ✓ Projection device
- ✓ The enclosed Power Point Presentation
- ✓ Attachment 1 (Interest Approach) – Check, Please! (need 1 check for each person)
- ✓ Attachment 2 – Where Does Your Time Go? (need 1 for each participant)
- ✓ Attachment 3 – Time Management Matrix (need 1 for each participant)
- ✓ Each participant need to have scratch paper and something to write with
- ✓ Flip Charts
- ✓ Markers

Time Needed:

- ✓ 1 hour

Background

We know that we only have so many hours available in a day and so many weeks in a year and so many years in a lifespan. What happens when you don't make the best of your time? Most likely, you wake up and wonder what if I would have spent more time....with my family or relaxing. If you don't make the most out of every second of every day, chances are time will pass you by quicker than you could have imagined and you've accomplished less than you had planned.

Essentially life is about how you spend your time and where you place your priorities. The key to time management is not to work harder or longer than everyone else. The key is to work smarter, set goals, and prioritize. Individually, you need to determine what's important in your life by visioning, writing goals, and taking action towards achieving those goals.

There are three approaches to time management. The first approach is increasing the amount of available time. This involves you stretching the hours

you work each day, as much as possible. When taken to extremes, this approach can result in fatigue, lack of efficiency, and sometimes even depression. This approach is not the most effective in the work force. The second approach of time management is doing more work in the time you have available, packing even more work into your day. This method likely results in high stress and burnout. The third approach calls for prioritizing your work and doing only the work that is important in the time you have available. This method is action oriented and is clearly the most effective method for managing time.

Interest Approach *To be completed at the beginning of the lesson.* *(Attachment 2) Check, Please!*

Congratulations! I have a check for each of you. It's for \$86,400. Your charge is to figure out how to spend all of that money in a 24 hour time period. If you can't spend it in that amount of time, the remainder of the money will be lost. Write down on a piece of paper how you would spend each dollar in 24 hours. Any questions? Go!!! Give participants 5-7 minutes to complete the activity.

Questions to ask after completion of the activity:

1. How much were you able to spend?
2. How difficult was it to spend the \$86,400?

Have you heard the expression that "time is money"? Everyone knows this expression and has probably said it but yet we may value money more than our own time. What was the significance of the \$86,400? Well, that is the number of seconds in a day. Many of you were probably able to spend the \$86,400 in 24 hours but how are you at spending the 86,400 seconds in 24 hours?

Lesson

- I. Pass out the handout "Where Does Your Time Go" to each participant. Read the directions aloud and have the participants complete the activity. Provide 8-10 minutes for the activity. As a group, discuss the following questions:
 - a. What activities do you spend the least amount of time?
 - b. What activities do you spend the most amount of time?
 - c. Does the amount of time you spend on activities reflect what you value?

This discussion will lead into Slide 2.

- II. Answer the following question: What would you do if you had 2 extra hours each day? How would you spend those 2 extra hours? Why haven't you made time for this before?

- III. "Theory" behind time management –
 - a. You only have so many hours available in one day, so many weeks in a year, and so many years in your lifetime...what happens if you don't spend your time wisely?
 - b. Most likely, you wake up and wonder what if I would have spent more time....with my family or relaxing. If you don't make the most out of every second of every day, chances are time will pass you by quicker than you could have imagined and you've accomplished less than you had planned.

- IV. Time –
 - a. Life is really about how you spend your time and where you place your priorities
 - b. The key to time management is NOT to work harder than everyone else. The key is to work smarter and more efficiently

- V. How to work smarter –
 - a. Determine what's important in your life through visioning, writing goals, and taking action toward achieving those goals

- VI. Approaches to Time Management –
 - a. First approach – increase the amount of available time each day. You'll end up stretching yourself thin. Most likely this will result in fatigue, lack of efficiency, and even depression in some cases.
 - b. Second approach – do more work in available time. You pack more into each days work. This will result in high stress and feeling as if you can never get everything done and then burnout occurs.
 - c. Third approach – do only the important work in the time you have available. This approach is the most effective way of managing time. It forces you to prioritize tasks needing to be completed.

- VII. Where to start –
 - a. The first step is to decide where your priorities are
 - b. This is often the most difficult and can take the most amount of time

- VIII. Stephen Covey's time management matrix –
 - a. Covey designed a time management matrix to help people manage themselves through prioritizing tasks
 - b. You have to decide what is important to do
 - c. You have to decide which things are urgent and which can wait

- IX. Matrix
 - a. Quadrant I – Urgent and Important
 - i. Includes crises, pressing problems, and deadline driven projects

- ii. These activities should take first priority. They need to be dealt with immediately and they are important.
 - iii. In the long term, time spent here should be minimized with the use of prevention and preparation from Quadrant II.
 - b. Quadrant II – Not Urgent but Important
 - i. Includes prevention, preparation, relationship building, recognizing new opportunities, planning, values clarification, and true recreation
 - ii. The activities in this quadrant need to be your focus
 - iii. You should begin to prioritize the activities that fall into this category
 - iv. If you are not currently spending much time here, start slowly and build upon it
 - c. Quadrant III – Urgent and Not Important
 - i. Include interruptions, many pressing matters, some phone calls, some mail, some email, some reports, some meetings, and many popular activities
 - ii. Activities in this quadrant are often the result of someone else's sense of urgency
 - iii. If you allow your priorities to fall here, you will feel rushed to get things done, followed by a lack of satisfaction
 - iv. These tasks are distractions!
 - d. Quadrant IV – Not Urgent and Not Important
 - i. Include trivia, busywork, some phone calls, junk mail, time wasters, and escape activities
 - ii. Activities in this quadrant are simply a waste of time!
 - iii. Strive to minimize the amount of time you spend on activities falling into this category
- X. It's Your Turn –
 - a. Use the blank matrix and fill in activities in appropriate quadrants. (Take 10-15 minutes)
- XI. Guidelines for Time Management
 - a. Plan ahead – must be able to plan and follow through with the plan
 - b. Schedule leisure activities – schedule in blocks of time for your family, friends, exercise, etc. If you don't, you likely will spend little time doing these activities
 - c. Under-promise and over deliver – set due dates that are not just meetable but beatable. Get your work done early!
 - d. Break big jobs into manageable chunks – break big projects into small tasks and set deadlines for completing the tasks.
 - e. Keep track of your progress – If your timeline is no longer realistic, make sure your schedule allows for “work in progress”

- f. Delegate whatever you can – if the job can be completed by someone else or with their help – DELEGATE!!!!
- g. Establish parameters for saying “NO” – learn what projects you should say yes to and which ones someone else should have the opportunity to do
- h. Make and follow a list of priorities – maintain a list or lists of your priorities. Check your progress each day
- i. Group tasks according to the skills required – try doing the tasks that are most difficult when you are at your best
- j. Keep your eyes open for shortcuts – learn and incorporate new and better ways of doing things

XII. Final thoughts –

- a. Great time management is one of the most important skills a person can develop – it takes practice to effectively manage your time
- b. Remember...what’s important to you may not be important to someone else – they are your priorities – and only you need to follow them

Application

Essentially life is about how you spend your time and where you place your priorities. The key to time management is not to work harder or longer than everyone else. The key is to work smarter, set goals, and prioritize. Individually, you need to determine what’s important in your life by visioning, writing goals, and taking action towards achieving those goals.

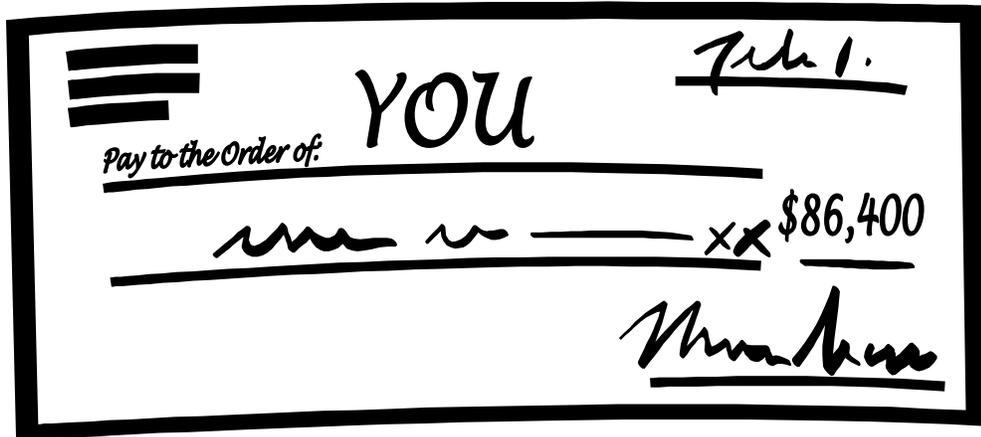
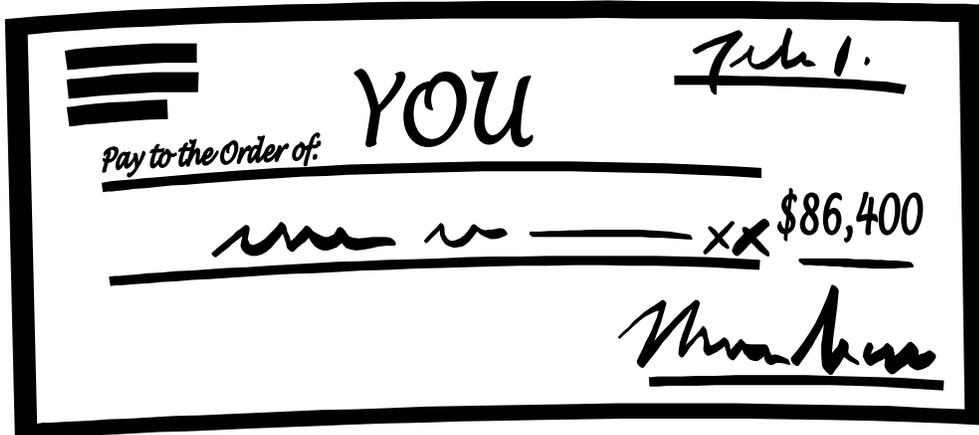
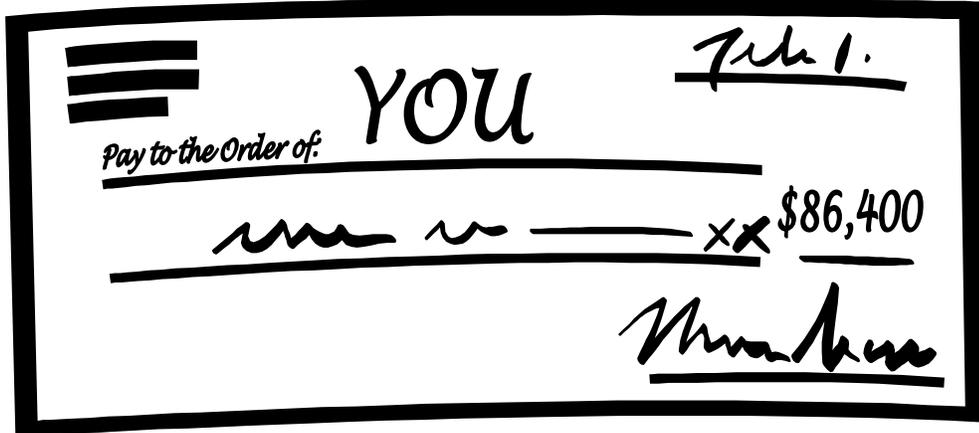
We all know of people who seem like they get more life out of the time they have. Well, they are wise time managers who have mastered the skills of prioritizing tasks, setting goals, delegation and scheduling personal time. Through practice, these skills can become a part of your daily life.

References

Covey, S. R. (1994). *First things first*. New York: Simon & Schuster.

Ten Guidelines for Effective Time Management. (n.d.). Retrieved December 10, 2004, from http://content.monster.com/career/team/time_mgt/

Attachment 1 – (Interest Approach)
Check, Please!



**Attachment 2 –
Where Does Your Time Go?**

Estimate the number of hours you spend each week on the following activities. When you are finished, subtract your total hours from 168, the number of hours in a week. How much time is left? How will you use this time?

Activity Hours Per Week

1. Working _____
2. Continued Education _____
3. Sleeping _____
4. Dressing, showering, grooming, etc. _____
5. Traveling to and from work, time spent in a car

6. Eating _____
7. Watching television/playing videogames _____
8. Working on the computer/surfing the internet _____
9. Engaging in sports, other leisure activities _____
10. Any other regular obligations or appointments you must meet during a regular week (church, lessons, regular appointments, etc.)

TOTAL =

168 hours minus TOTAL =

**Attachment 3 –
Time Management Matrix**

URGENT

NOT URGENT

IMPORTANT

I

II

**NOT
IMPORTANT**

III

IV

	I	II
IMPORTANT		
	III	IV
NOT IMPORTANT		