Chaplain's Life Enrichment Program

Time Management

keys to effective time management

How to make the most
of your most valuable asset

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This workshop will help you to . . .

- Find out where your time goes
- Learn why your time goes where it does
- Minimize your time commitments
- Sort out what needs to be done now vice later
- Cut down on wasted time
- Use other people's time to your advantage
- Help you to work smarter

Achieving Mastery Over Time

EFFECTIVE time management

is a discipline which involves

learning to put ***"first things first"***

Ineffective time management can result in . . .

- *burn out*
- *crisis management*
- *always putting out fires*
- *feeling victimized & out of control*

Organize & Execute Around Priorities

- *Begin with the END in mind*
- *All things are created twice:*
  once in the mind & again in action
- *Decide what is URGENT or IMPORTANT*
  - **URGENT** - *requires immediate attention*
  - **IMPORTANT** - *contributes to your mission*

Prioritize by determining . . .

- VERY URGENT - ***must be done immediately***
- URGENT - ***must be done soon***
- VERY IMPORTANT - ***critical to essential goals***
- IMPORTANT - ***should be done***
- UNIMPORTANT - ***not necessary to do***
- NOT URGENT - ***long range need***
- TIME NOT A FACTOR

Prioritize by ordering . . .

- **PRIORITY 1 -** ***highest priority - BOTH urgent & important***
- **PRIORITY 2 -** ***only high in urgency***
- **PRIORITY 3 -** ***only high in important***
- **PRIORITY 4 -** ***neither important nor urgent***

What wastes your time?

Identify and minimize time wasters:

- Rework
- Slow starts
- Disorganization
- Diversions

Common Time Wasters

Absence of planning
procrastination
indecision
mistakes, rework, scrap
misplaced materials
lack of communication
misunderstood communication

unspecific priorities
lack of concrete goals
obscure procedures
cluttered work spaces
socializing
roaming
long phone cons

Identify sources of wasted time

- Professionally & personally
- Plan specific actions to reduce
- Set priorities
- Prepare a daily agenda

Time Management Strategies

- **Delegate effectively**
  - *What must be done by you?*
  - *What requires your knowledge & skill?*
  - *What can be done by someone else?*
- **Stream line recurring tasks**
- **Plan for known/anticipated interruptions**

When you have a BIG job . . .

- Break it into smaller steps
- Tackle 1 or 2 each day
- Build in “mini-completion” points
- Schedule an entire day to complete one major action item

In Summary

- Keep a time
- Be proactive
- COMMUNICATE up & down the chain
- DELEGATE!
- Set a deadline or benchmark
- Establish GOALS (short & long)
- FOLLOWUP & FOLLOW THROUGH
- Monitor progress until complete