

# Managing Your Time Webinar - Quick Reference Sheet

## Managing Your Time

Time management training most often begins with setting goals. This process results in a plan with a task list or calendar of activities.

This entire process is supported by a skill set that should include personal motivation, delegation skills, organization tools, and crisis management.

## Prioritizing Your Time

- Time management is about more than just managing our time; it is about managing ourselves in relation to time.
- It means being willing to experiment with different methods and ideas to enable you to find the best way to make maximum use of time.

## The Glass Jar

**Rocks:** The general idea is to fill your glass jar first with rocks. Plan each day around your most important tasks that will propel you toward achieving your goals. These represent your highest priority projects and deadlines with the greatest value, often *important, but not urgent* tasks that move you toward your goals.

**Pebbles:** Next, fill in the space between the rocks with pebbles. These represent tasks that are *urgent, and important*, but contribute less to important goals. Without proper planning, these tasks are often unexpected, and left unmanaged, can quickly fill your day. Working to reduce these tasks will give you more time to work toward your goals.

**Sand:** Now add sand to fill your jar. In other words, schedule *urgent, but not important* tasks, only after important tasks. These activities are usually routine or maintenance tasks that do not directly contribute to your goals.

**Water:** Finally, pour water into your jar. These trivial time-wasters are neither important nor urgent and take you away from working toward high return activities and your goals.

If you commit to this approach to planning your days, you will see as time goes on that you are able to achieve more in less time. Instead of finishing things in a mad rush to meet deadlines, each day will be organized and become more productive and profitable. You will also notice yourself spending less time on activities that are of little to no value. And because you have a clear vision for dealing with competing priorities, the level of stress in your life will diminish, which will allow you to become even more focused and productive.

## Why We Procrastinate

No clear deadline

Inadequate resources

Where to begin?



Feel overwhelmed

Lack of passion

Fear of failure

### Alternatives to Meetings

Sometimes, a face-to-face meeting isn't the best solution. In this module, we will explore alternatives to meetings that can help you and your team save time and be more productive.

Don't forget that even if you use a meeting alternative, you should still use the PAT approach that we discussed in the last module, take minutes, and distribute post-meeting notes and action items.

### Setting a Ritual

Rituals and routines can actually help you increase the spontaneity and fun in your life.

Because routine tasks are already planned for, you have more energy to spend on the tasks that will bring you closer to your goals and bring more joy to your life.

# Managing Your Time Webinar - Quick Reference Sheet