



TIME MANAGEMENT LIKE A PRO

HOW GOOD IS YOUR TIME MANAGEMENT?

Adapted from Mind Tools

How often do you find yourself running out of time? Weekly, daily, hourly? For many people, it seems there's just never enough time in the day to get everything done.

When you know how to manage your time, you gain control of what you achieve.

Take a moment to reflect on the following questions.

What aspects of time management do you think you need most help with? What is getting in the way?

In small groups, ask participants to brainstorm three strategies they can put into practice immediately in order to improve their time management.



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15 Statements to Answer

	Not at All	Rarely	Some times	Often	Very Often
1 Are the tasks you work on during the day the ones with the highest priority?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2 Do you find yourself 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 Do you set aside time for planning and scheduling?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4 Do you know how much time you are spending on the various jobs you do?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5 How often do you find yourself dealing with interruptions?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6 Do you use goal setting to decide what tasks and activities you should work on?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7 Do you leave contingency time in your schedule to deal with "the unexpected"?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8 Do you know whether the tasks you are working on are high, medium, or low value?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9 When you are given a new assignment, do you analyze it for importance and prioritize it accordingly?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10 Are you stressed about deadlines and commitments?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11 Do distractions often keep you from working on critical tasks?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12 Do you find you have to take work home, in order to get it done?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13 Do you prioritize your "To Do" list or Action Program?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
14 Do you regularly confirm your priorities with your boss?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
15 Before you take on a task, do you check that the results will be worth the time put in?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



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As you answered the questions, you probably had some insight into areas where your time management could use a pick-me-up. The following is a quick summary of the main areas of time management that were explored in the quiz, and a guide to the specific tools you can use for each.

Goal Setting

(Questions 6, 10, 14, 15)

To start managing time effectively, you need to set goals. When you know where you're going, you can then figure out what exactly needs to be done, and in what order. Without proper goal setting, you'll fritter your time away on a confusion of conflicting priorities.

People tend to neglect goal setting because it requires time and effort. What they fail to consider is that a little time and effort put in now saves an enormous amount of time, effort, and frustration in the future.

Prioritization

(Questions 1, 4, 8, 9, 13, 14, 15)

Prioritizing what needs to be done is especially important. Without it, you may work very hard, but you won't be achieving the results you desire because what you are working on is not of strategic importance.

Most people have a to-do list of some sort. The problem with many of these lists is that they are just a collection of things that need to get done. There is no rhyme or reason to the list and, because of this, the work they do is just as unstructured. So how do you work on To Do List tasks? Top down, bottom up, easiest to hardest?

To work efficiently you need to work on the most important, highest value tasks. This way you won't get caught scrambling to get something critical done as the deadline approaches.

Key Points

Facilitator Notes

Time management is an essential skill that helps you keep your work under control at the same time that it helps you keep stress to a minimum.

We would all love to have an extra couple of hours in every day. Because that is impossible, we must work smartly on things that have the highest priority, and then create a schedule that reflects our work and personal priorities.

With this in place, we can work in a focused and effective way, and really start achieving those goals, dreams, and ambitions we care so much about.