



## TIME MANAGEMENT: The Three P's

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### Self-Assessment (1 of 4)

- I feel as though I am constantly trying to catch up at work.
- I feel as though I am constantly trying to catch up with personal responsibilities.
- My life feels out of balance.
- My breathing right now is shallow.
- I am regularly late to appointments and scheduled activities.



### Self-Assessment (2 of 4)

- There's rarely a break in my schedule.
- My shoulders are not relaxed right now.
- At least once per week, I skip meals because I am too busy.
- I have not had a vacation longer than seven days in the last year.
- A seven-day vacation? I've never even had one of those.
- I have not gotten together with friends for fun and conversation in over a month.



### Self-Assessment (3 of 4)

- Keeping up with household chores is a struggle because of time constraints.
- I am dissatisfied with the amount of quality time I am able to spend with my spouse or significant other.
- I am dissatisfied with the amount of time I am able to spend with my child.
- I don't have time to exercise.
- I resent the things I do for family and friends because I have little or no time for myself.

## Self-Assessment (4 of 4)

- The fuel light in my car has come on at some point in the last month because I have not had time to fill it up.
- My mail is piled up because I haven't had time to open and sort it.
- I don't have time to write thank-you notes.
- My to-do list rarely gets completely checked off for the day.

## How Busy Are You?

- 1 - 5 Points:

### **Busy**

You are managing to get by, a few small changes will make a big difference toward helping you with time.



## How Busy Are You?

- 6 - 10 Points:

### **Too Busy**

Either life is becoming increasingly too busy for you, or you've been managing to get by, but are starting to lose control.



## How Busy Are You?

- 11 - 15 Points:

### **Too Busy & Frustrated**

Life has been hectic for a while & if you don't become more intentional about your time, you will soon burn out.



## How Busy Are You?

- 15 - 20 Points:

### **Out of Control**

It is possible for you to transform your schedule so that it aligns with what is important to you. It requires big changes, but change is nothing more than making choices.



## Ten Myths about Time

- Myth:* Time can be managed.  
*Truth:* *Only tasks can be managed!*
- Myth:* The longer or harder you work the more you accomplish.  
*Truth:* *It's better to work efficiently.*
- Myth:* If you want something done right, do it yourself.  
*Truth:* *You can't do it all - delegate!*

## Ten Myths about Time

- Myth:* You aren't supposed to enjoy work.  
*Truth:* *If you don't enjoy it, find something else to do!*
- Myth:* We should take pride in working hard.  
*Truth:* *We should take pride in working smart.*
- Myth:* You should try to do the most in the least amount of time.  
*Truth:* *Do things right, not fast.*

## Ten Myths about Time

- Myth:* Technology will help you do it better, faster.  
*Truth:* *It also encourages us to do things we don't need doing.*
- Myth:* Do one thing at a time.  
*Truth:* *Multitask.*
- Myth:* Handle paper only once.  
*Truth:* *Never pick up a piece of paper without doing something to get it off your desk.*



## Ten Myths about Time

10. *Myth:* Get more done and you'll be happier.

*Truth: Happier has to do with positive emotions, engagement with others and finding meaning in life by operating off of your strengths, not your to-do list!*



## The "Three Ps" of Effective Time Management

- **Planning**
  - If you don't have time for planning, you'd better find the time.
- **Procrastination**
  - "Just DO it" vs "Just DON'T do it"
- **Priorities**
  - Not everything you do is of equal importance. Priorities are not constant, they must be negotiated.



## PLANNING

Vision without action  
is a daydream.

Action without vision  
is a nightmare.

*Ancient Japanese Saying*



## Timing

- Knowing when not to work is as important as knowing when to work.



## Get The Most Out Of the First 60 Minutes of Your Day

- Don't eat breakfast at work.
- Don't schedule meetings for this time.
- Start with the most important work of the day.
- Do the things you don't want to do, first.



## Best Use of Time

- Let go—don't be a perfectionist.
- Resist the temptation to do small, insignificant tasks too well.
- Outsource what you can.
- Decide that you don't *have* to please everyone.
- Save the easiest tasks for the end of the day.



## Interruptions...

- If no one asked questions, we wouldn't have jobs.
  - Try arranging your office to discourage drop-ins.
  - Anticipate the most common questions.
  - If all else fails, hide.



## "Avoid meetings with time-wasting morons." (Dilbert)

- Can the problem be solved or decision reached without a meeting?
- Don't attend unless there is a set agenda.
- Does the meeting have a set ending time?



## Filing

- You can do only 4 things with any piece of information:
  1. F
  2. A
  3. R
  4. T



## Filing

- You can do only 4 things with any piece of information:
  1. File It.
  2. Act On It.
  3. Redirect It.
  4. Toss It.



## “Logic-based disposal”

- Does it require action on my part?
  - **Keep It**
- Does it exist elsewhere?
  - **Toss It**
- Is it outdated?
  - **Toss It**
- Will I really use it again?
  - **File It**
- Are there tax or legal implications?
  - **File It**
- Does anyone else need this info?
  - **Redirect it**



## Other Filing Tips

- Never file envelopes unless the postmark is significant.
- Write a keyword on the item when you are read it.
- File according to how you'll use it, not where it came from.



## Managing The To-Read Pile

- You will probably never be able to read everything you would like to read.
- Read with a pen in your hand.
- Scan.
- Share your reading with a friend.
- Keep a reading file.
- Anything you haven't read in 3 months..... Toss it! It is out of date anyhow!



## Managing Your Email

- Check three times a day ONLY.
- Turn off the mail alert.
- Filter and triage by subject line or author.
- Don't print out messages.
- Weed.
  - One major exception: Addresses to save.



## Using Your Calendar

- Add a meeting as soon as you know about it.
- Write dates for follow-up on calendar.
- Include personal deadlines.
- Have one master calendar.
- If you use an electronic calendar, back it up regularly.



## PROCRASTINATION

- Why??????
  - To avoid an unpleasant task.
  - You are afraid to fail.
  - Don't know where to start.
  - Waiting for more information.
  - You may think if you put it off someone else will do it.
  - You're over-committed.



## Overcome Procrastination

- You *DO NOT* work best under pressure.
- List the things you have been avoiding. Prioritize them. Try to do at least one of them each day during your first 60 minutes until you catch up.




## PRIORITIZATION

**Just because you *can* do something doesn't mean you *should*.**



## Question Things

- WIIFM?
- How will I know if I'm successful?
- How will I be rewarded?
- Is this task something I want to do?
- Do I have the time to do it?
- What have I got to lose?
- Is there a better way to do it?
- Should it even be done at all?
- Will the world come to an end if?



## You Can, and Should, Say "No"

Remember Ann Landers's words:  
**People take advantage of you only with your permission.**





## Prioritization Tips

- You don't have to do everything everybody tells you to do.
  - *Negotiate!*
- You don't always have to do everything yourself.
  - *Delegate!*
- Yes, you have to please other people. BUT, you also have to please yourself.
  - *Celebrate Every Day - Three Blessings!!*



## Three Blessings...

- Before you go to sleep tonight, write down in a small journal, the date and three things that you were totally grateful for today.
- Repeat this for three months.
- By expressing daily gratitude, you fall to sleep happier, more optimistic, and in three months, physically healthier.



## In The End....

- Three things matter most:
    - *How well did you live?*
    - *How well did you love?*
    - *How well did you learn to let go?*
  - For more help:
    - *[www.MindTools.com](http://www.MindTools.com)*
    - *How Did I Get So Busy?*
- By: Valorie Burton*