

Time Management To Work Smarter

Become Aware

- Know how much time you have available (time is finite)
- Know where your time typically goes (log it)
- Think in terms of results/goals (rather than activities)
- List/group tasks by importance (not urgency)
- Be ready to adjust based on unexpected things

Discuss:

- How do you “collect” and track things to do?

Focus

- Allow more time than you think to do any task
- Schedule a specific time (with limit) to do each task
- Focus/do one thing at a time without interruption
- Pause and schedule rather than “reacting” to requests
- Control distractions and interruptions

Discuss:

- How do you control distractions?

Coast

- Keep tracking systems simple (or they eat time)
- Schedule just 60% of your time (allow for unexpected)
- At your peak energy, do your most important tasks
- Change your schedule to better match your style
- Plan and take breaks to keep your energy up

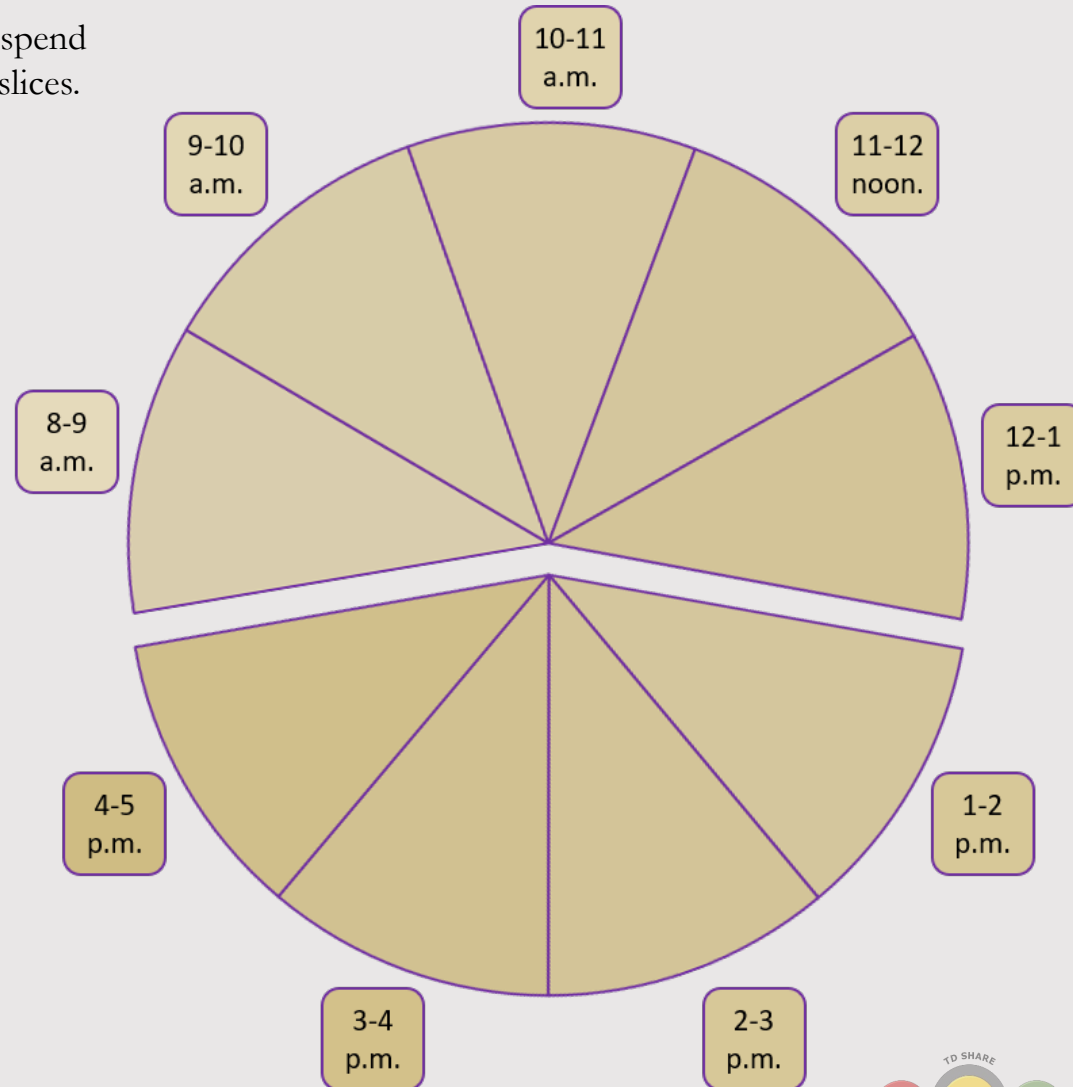
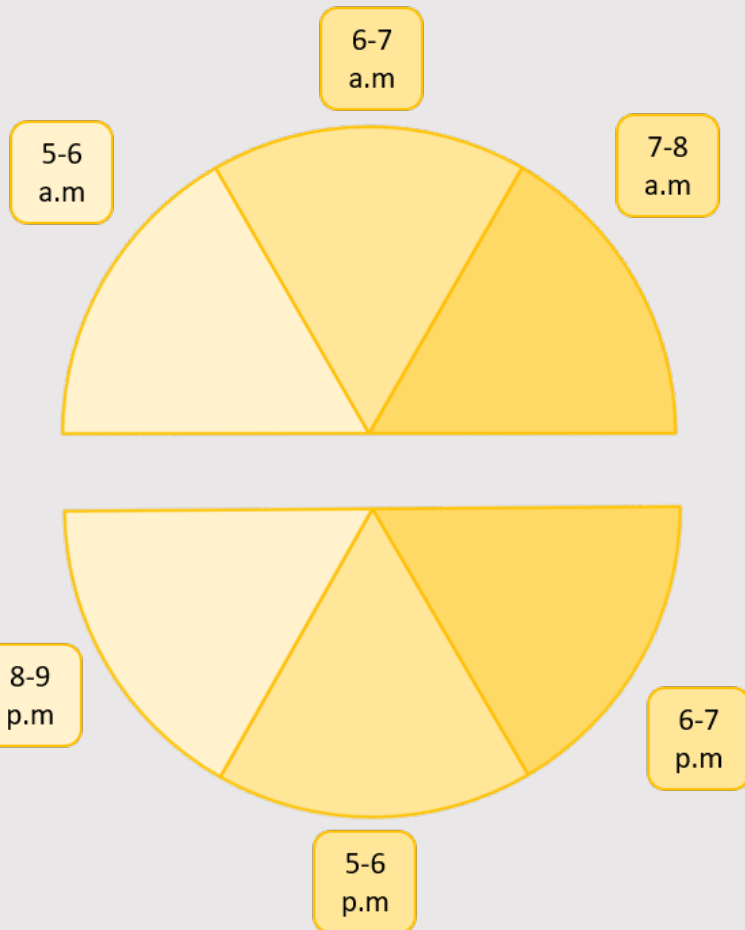
Discuss:

- Share what helps your day go smoother.



Closing: Track Your Time

Time tracking is key to understanding how **you** spend **your time**. Record your use of time on these pie slices.



Resources: *Time Management*

LinkedIn Learning

- 15 Secrets Successful People Know about Time Management (getAbstract Summary) (~ 9m) <https://www.linkedin.com/learning/15-secrets-successful-people-know-about-time-management-getabstract-summary/spending-your-time-wisely-2?u=50844473>
- How to Work Smarter, Not Harder: Save Time and Money and Increase Productivity (1 hour 8m) <https://www.linkedin.com/learning/how-to-work-smarter-not-harder-save-time-and-money-and-increase-productivity/working-smarter-to-thrive?u=50844473>
- Getting Things Done (~ 30m) <https://www.linkedin.com/learning/getting-things-done/benefits-of-getting-things-done?u=50844473>
- Time Management: Working from Home (~ 1 hour 25m) <https://www.linkedin.com/learning/time-management-working-from-home/welcome?u=50844473>

Online sources

- Time Management Is About More Than Life Hacks (HBR) <https://hbr.org/2020/01/time-management-is-about-more-than-life-hacks>



More Resources: *Time Management*

More Online Resources

- 10 Common Time Management Mistakes (mindtools.com)
<https://www.mindtools.com/pages/article/time-management-mistakes.htm>
- Manipulate Time With These Powerful 20 Time Management Tips (Forbes)
<https://www.forbes.com/sites/tmobile/2021/01/11/the-top-5-digital-transformation-trends-in-2021-for-small-and-mid-size-businesses/?sh=470e80b254bb>
- The Action Priority Matrix (mindtools.com)
https://www.mindtools.com/pages/article/newHTE_95.htm

JMU Talent Development Resource Collection Books

- *I Know How She Does It: How Successful Women Make the Most of Their Time* ©2015 by Laura Vanderkam
- *Overwhelmed: How to Work, Love, and Play When No One Has the Time* ©2014 by Brigid Schulte
- *It's About Time* ©1996 by Linda Sapadin
- *Four Seconds: All the Time you Need to Stop Counter-Productive Habits and Get the Results You Want* ©2015 by Peter Bregman

