Mastering the Daily Grind:

Time Management Tools to Maximize Organizational Productivity and Satisfaction

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Agenda

Open Discussion **Definitions & Key Terms** The Daily Grind: Vignettes **Solutions Applications for Life** Success for the Future

"Time is what we want most, but what we use worst."

- William Penn

What is Time Management

- **Time management** is the act or process of planning and exercising conscious control over the amount of time spent on specific activities, especially to increase effectiveness, efficiency or productivity.
- A time management system is a designed combination of processes, tools, techniques, and methods.

Key Terms

Organization

Priorities

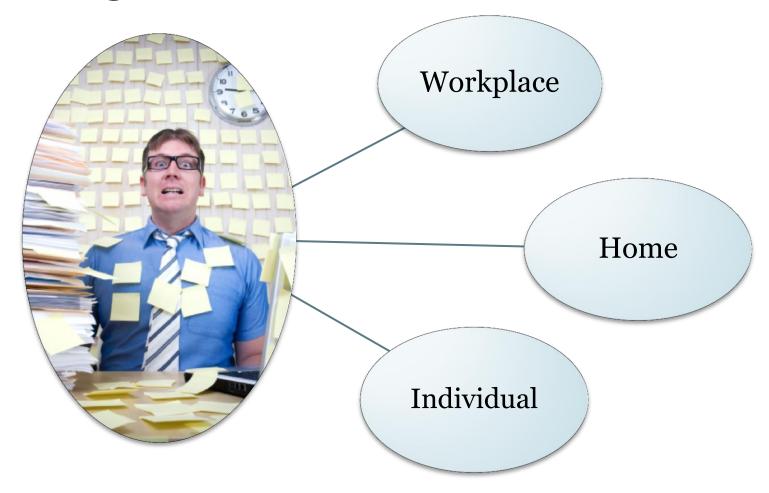
Goals

Time

Resources

Effectiveness

Painting the Picture



Solutions

- Pacing
- 2 Planning
- 3 Mindfulness
- 4 Self-Motivation
- 5 Delegating

Applications for Life

- ✓ Address consistent issues at the office/home
- ✓ Assess your work environment
- ✓ Know your habits/warning signs
- ✓ Learn to say "No"
- ✓ Identify your resources
- ✓ Stop multi-tasking
- ✓ Give yourself a 10 min head start
- ✓ Schedule in a break
- ✓ Take control of your time/life

Success for the Future

Define how you already work

Manage interruptions/distractions

Get to the point

Take time to plan

Be concrete and realistic

Live a well rounded life

The Daily Grind: Vignette #1

- Monica is feeling disorganized and overwhelmed. Her office space is a mess, and she is worried about forgetting something. Postits are piling up, and the timers keep signaling...
- Steps to success:
 - Clean up your space!!
 - ➤ Condense your <u>To-Do List</u>
 - Prioritize
 - > Take a Break



Prioritizing: The Eisenhower Method

	Urgent	Not Urgent
Important	Critical ActivitiesEmergencyCall from BossMissed Deadline	Important GoalsPlanningPersonal TimeDaily Activities
Not Important	InterruptionsPhone CallsEmailsPersonal Business	DistractionsBusy WorkTime WastingPersonal Discussions

The Daily Grind: Vignette #2

- ➤ Brad's boss has a different time line than him. He has a regular work schedule that is already full, and was just given another task. He is worried that he will not be able to finish all of his work in time...
- > Steps for success:
 - Take an <u>Honest</u> look at your schedule
 - Prioritize based in realistic expectations
 - > Open <u>Communication</u>: Early
 - > Schedule a <u>Time Line</u> and <u>Goals</u>

Goals and Scheduling

Know your end goal

• Dictate differences between goals

Define necessary steps to end goal

Order the steps

3

• Make an appropriate time-line

• Place attainable steps in calendar

Know when you need consultation

Revisit steps and goals regularly

The Daily Grind: Vignette #3

- ➤ Jasmine is working late again. She feels she barely has enough time for work, family, and friends. Between juggling family and the increasing workload, she feels stressed and worn out...
- > Steps to Success:
 - Prioritize your <u>Life</u>
 - > Plan time for each area
 - ➤ Be your own <u>Caretaker</u>
 - ➤ <u>Ask</u> for help

Realize that now, in this moment of time, you are creating. You are creating your next moment. That is what's real.

- Sara Paddison

Resources

- 1. Educational books
 - a. Seven Habits of Highly Effective People
 - i. Dr. Stephen Covey (1994)
- 2. Online or paper calendar
 - a. PIM Software
- 3. Employee Assistant Program
- 4. Private counseling
- 5. Local seminars and classes
 - a. Online tools and trainings

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Final Questions

