

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

1 • 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. Post-its are piling up, and the timers keep signaling...
- Steps to success:
 - Clean up your space!!
 - Condense your To-Do List
 - Prioritize
 - Take a Break



Prioritizing: The Eisenhower Method

	Urgent	Not Urgent
Important	Critical Activities <ul style="list-style-type: none">• Emergency• Call from Boss• Missed Deadline	Important Goals <ul style="list-style-type: none">• Planning• Personal Time• Daily Activities
Not Important	Interruptions <ul style="list-style-type: none">• Phone Calls• Emails• Personal Business	Distractions <ul style="list-style-type: none">• Busy Work• Time Wasting• Personal 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 Honest look at your schedule
 - Prioritize based in realistic expectations
 - Open Communication: Early
 - Schedule a Time Line and Goals

Goals and Scheduling

1

- Know your end goal
- Dictate differences between goals

2

- Define necessary steps to end goal
- Order the steps

3

- Make an appropriate time-line
- Place attainable steps in calendar

4

- 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 Life
 - Plan time for each area
 - Be your own Caretaker
 - Ask 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

