

# Time Management Power Tips



Produced by  
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## SYMBOL KEY

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### Symbols used in this workbook:



**Introduction:** A brief overview of the course you are about to begin



**Learning objectives:** A guide to a course’s key points intended to help focus your attention on important elements and essential take-aways



**Summary:** A quick review of what you have learned in the current course



**Personal Action Plan:** An opportunity to apply your newly learned skills and knowledge to your specific work environment

# Introduction

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“Time management” may sound like a buzzword to some. But it will be reassuring to know that it does work! Applying time management principles to your day will not only save you time but can also reduce the stress so many of us face in today’s work setting. This audio seminar will give you the skills to help you turn your day around by organizing your time—the first and most vital step on the road to success.



## Learning Objectives

- Identify three questions to ask that will help you sort priorities
- Differentiate between a *real* deadline and a *phony* one
- List methods for keeping others from interrupting you and sabotaging your productivity
- Understand how to change chaos into momentum

# The First Three Questions to Ask When Sorting Priorities and Setting Deadlines

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Setting priorities is a vitally important step to success. You may know where you are headed, but setting priorities and deadlines will show you how to get there.

**Ask yourself:**

- What can I negotiate?
- What goes from the “to-do” list to my daily planner?
- What discretionary time do I have?

## Eight Foolproof Principles for Effectively Managing Competing Priorities Without Sacrificing Quality

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*“I believe one of the most important priorities is to do whatever we do as well as we can. We should take pride in that.”*

— Victor Kiam

You have four things you simply must get done today. But there is time to accomplish only two. How do you decide which one to start on first? Use these foolproof principles to help you effectively manage these competing priorities—without sacrificing quality.

<p style="text-align: center;"><b>I</b> What is important and urgent</p>	<p style="text-align: center;"><b>II</b> What is important but is not urgent</p>
<p style="text-align: center;"><b>III</b> What is not important but is urgent</p>	<p style="text-align: center;"><b>IV</b> What is not important and not urgent</p>

## Identifying and Setting Priorities

1. Determine what is important and urgent. (Quadrant 1)
2. Determine what is important but is not urgent. (Quadrant 2)
3. Determine what is not important but is urgent. (Quadrant 3)
4. Determine what is not important and not urgent. (Quadrant 4)
5. Make a prioritized action list.
6. Determine your best time of day.
7. Delegate quadrant 3 and 4 tasks.
8. Reward yourself.

## Deadlines: How to Tell the Real From the Phony

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“  
*I love deadlines. I like the whooshing sound they make as they fly by.*”

—Douglas Adams

It can be difficult to determine the urgency of a project and deadline your boss gives you. The first thing to do is to determine if the deadline is real or phony.

**Real:** These deadlines are based on need and are beyond your control. *You must have the report printed and collated by noon because your boss gives his presentation at 1 p.m.*

**Phony:** These deadlines are arbitrary. *The boss wants you to have a decision on which new software to purchase in 10 days because he thinks that is a reasonable amount of time for you to accomplish the task.*

The ambiguity of arbitrary deadlines can make prioritizing difficult, especially if extenuating circumstances arise (i.e., delays or the introduction of new projects). Real deadlines, however, leave no room for uncertainty, and simplify the prioritizing process.

## The 10 Golden Rules of Time Management

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*“Time is that quality of nature which keeps events from happening all at once. Lately it doesn't seem to be working.”*

— Anonymous

People who use business management techniques are generally higher achievers in everything they do. Managing your time not only increases your effectiveness but will help to reduce your stress levels. These Golden Rules allow you to be more efficient, even when you are “under the gun”:

1. Know how you currently spend your time
2. Identify your “prime time”
3. Do tomorrow's planning tonight
4. Ask yourself “Why am I doing what I'm doing right now?” often
5. Handle each piece of paper only once
6. Plan your work, but work your plan
7. Delete whenever possible
8. Delegate wisely
9. Identify your high-payoff items
10. Work from a prioritized action list

## How to Use the “Divide and Conquer” Strategy of Organization

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“*They can conquer who believe they can.*”

— Virgil

Take action. Divide your tasks into small “doable” portions and take them one step at a time. This not only helps you develop a plan of attack, but provides gratification each time you accomplish part of the task.

### For example:

- Open your mail
  - File what you can
  - Throw out when possible
  - Reply to anything requiring your immediate attention
- View your e-mail
  - Answer those requiring immediate attention
  - Leave less important e-mail for later
  - Delete any e-mail you don’t need

## Three Proven Methods for Keeping Interruptions From Sabotaging Your Productivity

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Unfortunately, interruptions are a fact of life, and accepting that fact will make it easier to deal with them. Use these three methods to tackle interruptions and stop them from sabotaging your productivity.

1. **Announce a time limit:** “Deborah, I can give you five minutes.”
2. **Shut your door:** A closed door can serve as a barrier to keep people from coming into your office and interrupting you.
3. **Get to the point assertively:** “Katie, how can I help you?” instead of “Hi, how are you?” which invites small talk.

## How to Turn Chaos Into Momentum When Everything Happens at Once

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“*A schedule defends from chaos and whim.*”

— Annie Dillard

Everyone wants to talk with you—now. Everything needs to be done—yesterday. Chaos not only keeps you from getting anything done, it adds stress to your already busy day. Use these methods to turn chaos into momentum.

- ***Eliminate time wasters:*** They do just that—waste your precious time.
- ***Find your optimum productivity time:*** Some people function best first thing in the morning. Others don't really wake up until noon. Find out what part of the day is your most productive and perform vital tasks during that time.
- ***Use available technology:*** Don't hand write a note—send an e-mail. Leave a voice message (stating why you called and what you need) rather than hanging up and calling again later.
- ***Build in flexibility:*** The best laid plans of mice and men ... While this is a cliché, it's based in truth. Schedule time for the unexpected because, assuredly, it will happen.



You have learned many new skills during this hour. Among others, you have discovered what questions to ask when sorting priorities, how to manage competing priorities while maintaining quality, how to deal with interruptions and how to organize using the “divide and conquer” method.



## **ACTION PLAN— TIME MANAGEMENT**

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The three most important time-management concepts I have learned:

How I plan to use each concept in my day-to-day activities:

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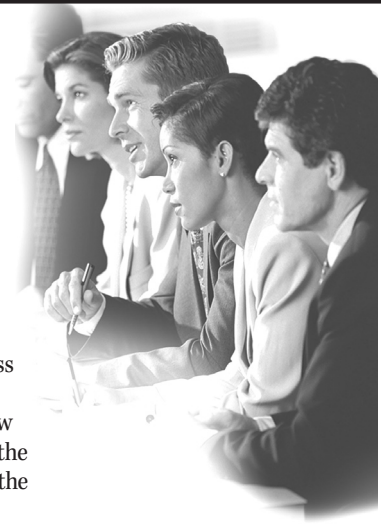
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