

## **Time Management Tips**

June 15, 2012

### **To Do Lists**

1. Make it a regular practice to assess, prioritize and organize your work. This should be something that you do based upon specific triggers.
2. Find a system of prioritization that works for you; A,B,C or 1,2,3... but make sure that you allow for multiple 1's and 2's, etc. Then work your system!
3. Learn to differentiate between items that are urgent/important (crises) from things that are important/non-urgent (proactive prevention, planning, etc.). Understand your Time Management Matrix (see back page). Move towards more time on important/non-urgent items.
4. Incorporate a 'movable' list into your system, and try to make its movement as easy as possible, so that you're not re-writing the same items over and over.
5. Cross off completed tasks. It keeps things organized and it feels good.
6. Consider creating a Stop Doing List; for instance, tasks that you might be able to delegate to others after a little cross training, meetings that others might attend, etc.

### **Managing Your Information Flow**

1. Try to make a habit of sorting incoming information (email, instant messages, etc.) only once! This requires having a filing/organization system in place as you deal with the incoming flow. This doesn't mean that you won't ever have to address the information again, it means that you will transfer any necessary Action Items that might arise from the communication onto your To Do List, or into the appropriate 'folder' for retrieval when you need it.
2. Conserve your bandwidth by removing yourself from distribution lists that you don't belong on whenever possible, and be careful on "Reply All"; only use it when it actually makes sense.
3. Create a filing system that works for *you*, even if it looks odd or others give you a hard time about it.

### **Time and Space**

1. Allocate time to discover what's especially fun for you...as hard as you work your nervous system needs the counterbalance of joy and rejuvenation. Do something for yourself that feels completely great, to *you*, on a regular basis.
2. Understand your personal cycles, watching the highs and lows. Be prepared to make adjustments to your schedule based on an honest self-assessment.
3. Build in mandatory personal time that nourishes and reinforces your soul.
4. Decontaminate your playtime by first identifying then renouncing guilt.
5. Keep your playtime inviolable, with the certainty of knowing that you know when to get back to work.

## Urgency/Importance Matrix

*What can you do to spend more time in Quadrant 2?*

	Urgent	Not Urgent
Important	Quadrant 1 <ul style="list-style-type: none"> <li>• Crises</li> <li>• Pressing problems</li> <li>• Deadline-driven projects</li> </ul>	<b>Quadrant 2</b> <ul style="list-style-type: none"> <li>• <b>Prevention, healthy practices</b></li> <li>• <b>Relationship building</b></li> <li>• <b>Recognizing new opportunities</b></li> <li>• <b>Planning, recreation</b></li> </ul>
Not Important	Quadrant 3 <ul style="list-style-type: none"> <li>• Interruptions, some calls</li> <li>• Some email, some reports</li> <li>• Some meetings</li> <li>• Proximate, pressing matters</li> <li>• Popular activities</li> </ul>	Quadrant 4 <ul style="list-style-type: none"> <li>• Trivia, busy work</li> <li>• Some email</li> <li>• Some phone calls</li> <li>• Time wasters, brain teasers</li> <li>• Pleasant activities</li> </ul>

### Suggested readings:

*Time Management for Unmanageable People*, A. McGee-Cooper, Bantam Books, 1994.

*The 7 Habits of Highly Effective People*, S. Covey, Simon & Schuster, 1989.

*The Time Management Memory Jogger*, P. Duncan, Goal/QPC.

*The Power of Full Engagement*, J. Loehr, Free Press, 2003. Time Management: