

Time Management and Organization Skills



Managing Yourself: Success Habits That Boost Effectiveness



■ Five Habits that Top Achievers Share

- Set clear goals
- Practice assertive communications
- Utilize practical prioritizing
- Implement effective organization skills

■ Myths That Stall Productivity

- External events completely control my life
- I must meet the needs and demands of everyone around me
- I should have no limits

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■ Causes of Procrastination

- Lack of clear goals
- Underestimating the difficulty of a task
- Underestimating time required to complete
- Unclear guidelines for the outcomes
- Lack of Planning

■ Seven-step Formula to Eliminate

- Identify reason for procrastination
- Eliminate trigger
- Find a boost
- Review priorities
- Break tasks into chunks
- Set a deadline and be accountable
- Complete the task (JUST DO IT!)

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- Learn to Break Away From Bad Habits
 - Accept and forgive own mistakes or shortcomings
 - Accept that the “ideal” is only a guideline or goal to work toward
 - Set realistic and flexible guidelines
 - Get back on the wagon quickly after falling off
 - **Accept the way you are...not the way you “should be”**
 - Reward yourself for progress
 - Eliminate unrealistic expectations
 - Be flexible when setting goals
 - Develop a support system

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- Effective Delegation
 - Set a clear objective
 - Give clear instructions
 - Set deadlines and checkpoints
 - Clarify responsibility and authority
 - Give feedback

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- Use Planning as a Tool to Increase Productivity
- Planning “musts” Guaranteed to double productivity
 - Focus on tasks not distractions
 - Identify objective and next steps
 - **Have flexibility to revise plan.....change**
 - Review needs, goals frequently
 - Clump similar tasks
 - Identify tangible, reachable goals
 - Keep good records
 - Cut the clutter

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■ Meeting

- Start and Finish on time
- Always have outcome/results agenda
- Don't go or leave when necessary, attending is a choice

■ Phone Calls

- Maximize them, budget time for calls
- Write down objectives for call and end call when objectives are met

■ Intruders

- "STOP THEM!"
- Tell people when you are available and when your not
- Prevent them from getting to the chair they "will" sit in
- Stand up when they come in and move closer to them-they'll take⁷ a step back

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- Paperwork and E-mail
 - Eliminate or reduce them
 - Throw away everything possible
 - Delete e-mails and empty the deleted folder
 - Handle each piece of paper and e-mail only once

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■ Looking at Ourselves

- Look in the mirror, are you wasting your time and that of others
- Delegate-**but not if it can't be controlled**
- Stop procrastinating, take the first step and finish it
- Be clear about priorities and give deadlines
- Get results not perfection
- **Don't waste time of others**

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- Build a Schedule with flexibility (Unexpected things will happen)
 - Plan the day
 - Prevent unproductive interruptions
 - Prepare for meetings
 - Stop procrastinating (JUST DO IT!)
 - Delegate
 - Use e-mail effectively
 - Simplify scheduling

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■ Planners

- Allow for changes
- Pace themselves
- Structured thinkers

■ Chronically Late

- Run late
- Rush at last minute
- Confused thinkers
- No concept of time commitments
- Poor planners
- Drama people

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- Tips for assessing how long project will take
 - Determine when project is due
 - Break tasks into little pieces (subtasks)
 - Prioritize subtasks
 - Create a timeline – estimate time required for subtasks

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■ Estimated time for Projects

- Break task into smaller tasks
- Create a checklist – write down time for each task, ask others for their estimates of new tasks

■ Time underestimated

- Write down reasons project will take more time, are they valid?
- Try not to overload day with tasks, set deadlines they help motivate and focus

■ To-Do lists

- Define the projects
- Create top 5 list
- Assign deadline to each tasks on to-do list

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- Busting the Clutter
 - Eligible for Pack Rats Anonymous?
 - Focus...Why keep everything
 - Don't be held hostage to papers
 - Recognize clutter
 - Create may need box
 - Force a decision (keep it or throw it)
 - Dispose of guilt

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- Filing rather than Piling
 - Train colleagues what to place in your In-box
 - Write discard date or follow up date
 - Schedule times to go through in box and file
 - Turn piles into files

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- Essential questions for every document before it is filed
 - Do I need it? (really)
 - Is it significant?
 - Does it exist in another file?
 - How will I use it?
 - Is it timely?
 - Is it quality information?
 - Is it accurate and reliable?
 - Do I need it for more than a few days?

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- Designing a file system
 - Create clear, simple, logical categories
 - Establish system that allows for any document to be retrieved in 30 seconds (alpha and chronological)
 - Keep most frequently used close by
 - **Design system so you can “easily” add to file**
 - Ensure that access is controlled

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- Create an effective electronic filing system
 - Watch for duplicate files
 - Organize electronic files
 - Name and label files
 - Create sub-folders
 - Back up files
 - **Don't save files on desktop**
 - Defrag hard drive regularly

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- Maximize use of limited space
 - Use desk clearing techniques
 - Tackle clutter in blocks of time
 - Label files
 - Clear off desk at end of day
 - Schedule time for doing daily paperwork
 - Always re-file

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- Preventing Backslide
 - Self evaluate
 - Look closely at how time is spent
 - Look at daily schedules with a critical eye
 - Give firm and clear “no” to others requests when appropriate
 - Close the door
 - Pressure is self imposed
 - Eliminate perfectionist standards and guilt, be realistic
 - Seek spiritual, emotional , and physical nurturement frequently