



## Make More Efficient Use of Your Time

### STEP 1: Identify the Roles that You Play

Each of us plays several different roles in our lives. Identify the parts you play and plan your schedule so that each role has time.

- |          |           |
|----------|-----------|
| 1. _____ | 6. _____  |
| 2. _____ | 7. _____  |
| 3. _____ | 8. _____  |
| 4. _____ | 9. _____  |
| 5. _____ | 10. _____ |

### STEP 2: Set Goals

Set 2-3 goals for each role you play. Create a balance between what you HAVE to do and what you WANT to do.

### STEP 3: Evaluate and Eliminate Time Wasters

Keep a time log and consider how much time you waste doing unproductive activities. Set time limits on the activities that you cannot avoid. After you are finished, take steps to eliminate wasteful activities.

### STEP 4: Organize

Create a list of things you want to accomplish and update your list daily!

### STEP 5: Prioritize

Value your time! Prioritize your list according to:

- What is important to you
- What is important to others
- General activities

Remember: Your priorities will change... make sure your list reflects what's important to you right now!

### STEP 6: Schedule it!

Work your prioritized list into your day. Leave room for breaks, socializing, and those unexpected things that pop up



# Secrets of Time Management

- ✓ Change and evaluate your planner often
- ✓ Write everything down
- ✓ Finish a task before moving on
- ✓ Color code
- ✓ Plan ahead
- ✓ Don't go to bed disorganized
- ✓ Break down major projects into shorter, more manageable assignments/tasks
- ✓ Do the things you hate first
- ✓ Learn to say, "NO!"
- ✓ Plan your phone calls before you make them
- ✓ Do one thing at a time
- ✓ Recognize that you can't plan everything
- ✓ Make sure your planner/calendar is portable
- ✓ Don't punish yourself for not completing a list- move it to the next day
- ✓ Reward yourself when you complete a major task
- ✓ Don't be a slave to your planner- make sure it works for you and not vice-versa



## Time Management Self-Assessment

**Check the items that apply to you at least 75% of the time.**

1. \_\_\_\_ Use a calendar/planner
2. \_\_\_\_ Create a "To-Do" list
3. \_\_\_\_ Have a clean and organized workspace
4. \_\_\_\_ Prioritize Tasks
5. \_\_\_\_ Perform and complete tasks according to their level of priority
6. \_\_\_\_ Say "no" when I need to
7. \_\_\_\_ Focus on one task at a time
8. \_\_\_\_ Schedule down time and social activities
9. \_\_\_\_ Check my email only 2-3 times per day
10. \_\_\_\_ Break large projects into smaller parts
11. \_\_\_\_ Study in a distraction and interruption-free zone
12. \_\_\_\_ Turn off my cell phone, close email, and use "do not disturb" mode in IM when studying
13. \_\_\_\_ Link daily activities to short and long-term goals
14. \_\_\_\_ Delete email and voice mails regularly
15. \_\_\_\_ Handle pieces of paper only once
16. \_\_\_\_ Throw away things that are no longer useful or relevant
17. \_\_\_\_ Store belongings in a consistent and handy place
18. \_\_\_\_ Create and use agendas for meetings and appointments
19. \_\_\_\_ Overcome procrastination
20. \_\_\_\_ Get enough sleep, be alert, efficient, and productive
21. \_\_\_\_ Schedule complex tasks during peak performance times
22. \_\_\_\_ Get things done on a comfortable timeline (i.e. without stress or anxiety)
23. \_\_\_\_ Get clarification on papers and projects before getting started
24. \_\_\_\_ Eat a good breakfast and healthy lunch
25. \_\_\_\_ Have a visible representation of your personal mission statement & long-term goals
26. \_\_\_\_ Consider delegating when possible and appropriate
27. \_\_\_\_ Minimize web-surfing without a purpose
28. \_\_\_\_ I am able to find things when I need them
29. \_\_\_\_ Let people know not to interrupt you when working on critical projects
30. \_\_\_\_ Budget one hour a day for unanticipated tasks and interruptions

**Scoring: Add the total number of items checked**

- |                   |                                                                                                             |
|-------------------|-------------------------------------------------------------------------------------------------------------|
| <b>21-30</b>      | <b>Excellent-</b> You are an outstanding time manager!                                                      |
| <b>15-20</b>      | <b>Fair-</b> You are engaged in some good time management techniques but there is some room for improvement |
| <b>10-14</b>      | <b>Poor-</b> You are exhibiting the "just-enough-to-get-by" approach to time management                     |
| <b>9 or fewer</b> | <b>Uh-Oh!-</b> You need some help to develop better time management skills                                  |

**On the back, list three actions that you intend to work on in the next two weeks!**

# TIME WASTERS

*Read the following list of common time wasters. Check the 3-5 biggest time wasters that you have. If any of your biggest ones are missing, add them in the blank spaces at the bottom and include them in the chosen 3-5.*

- |                                                                                                       |                                                                                                    |
|-------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> 1. Interruptions, drop-in visitors, unplanned conversations                  | <input type="checkbox"/> 15. Socializing, idle conversation                                        |
| <input type="checkbox"/> 2. Meetings- scheduled or unscheduled                                        | <input type="checkbox"/> 16. Lacking self-discipline- not following through on plans               |
| <input type="checkbox"/> 3. Phone calls                                                               | <input type="checkbox"/> 17. Constantly switching priorities                                       |
| <input type="checkbox"/> 4. Lack of objectives, setting deadlines, setting priorities                 | <input type="checkbox"/> 18. Failure to listen carefully to assigned tasks                         |
| <input type="checkbox"/> 5. Cluttered workspace, hunting down things needed, personal disorganization | <input type="checkbox"/> 19. Failure to do first things first                                      |
| <input type="checkbox"/> 6. Doing routine things of minor importance                                  | <input type="checkbox"/> 20. Failure to use short blocks of time effectively                       |
| <input type="checkbox"/> 7. Attempting too much at once                                               | <input type="checkbox"/> 21. "Breaks" which turn into "vacations"                                  |
| <input type="checkbox"/> 8. Emailing/AIM                                                              | <input type="checkbox"/> 22. Duplicating your efforts (having to start over, losing material, etc) |
| <input type="checkbox"/> 9. Unrealistic time estimates                                                | <input type="checkbox"/> 23. Watching TV                                                           |
| <input type="checkbox"/> 10. Procrastination, indecision, daydreaming                                 | <input type="checkbox"/> 24. Texting                                                               |
| <input type="checkbox"/> 11. Inability to say "no"                                                    | <input type="checkbox"/> 25. Facebook/MySpace/YouTube                                              |
| <input type="checkbox"/> 12. Leaving tasks unfinished, jumping from one task to another               | <input type="checkbox"/> 26. _____                                                                 |
| <input type="checkbox"/> 13. Getting involved in unnecessary details                                  | <input type="checkbox"/> 27. _____                                                                 |
| <input type="checkbox"/> 14. Playing cards, games, etc- online or in person                           | <input type="checkbox"/> 28. _____                                                                 |