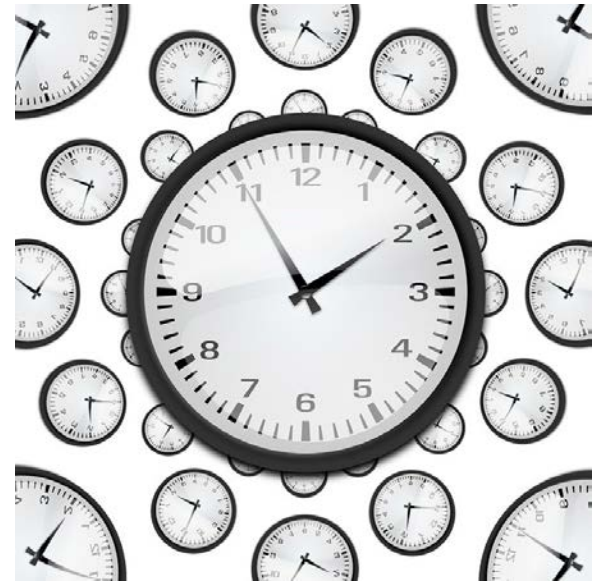


Time Management in the Age of Covid

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First Polling Question



Framework

- ▶ Time management is really self-management.
- ▶ Habits are the key to good time management.
- ▶ The first step may be to change your thinking.
- ▶ In order to change your habits, you must also identify them.




Components – Time Mastery

- ▶ Attitudes
- ▶ Goals
- ▶ Priorities
- ▶ Analyzing
- ▶ Planning
- ▶ Scheduling
- ▶ Interruptions
- ▶ Meetings
- ▶ Delegation
- ▶ Procrastination



Changing Habits & Building Action Plans

- ▶ **My action plan to _____**
 1. The old habit I want to change or eliminate:_____
 2. The new habit I want to develop:_____
 3. Steps I will take to be sure I begin strongly:_____
 4. Consistency & persistence! To keep from straying, I will:

 5. Which people will I ask to help me?_____
- 

Attitudes

*"Whether you think you
can,
or whether you think you
can't,
you're right."*



"Reinvention isn't only for celebrities or musicians or athletes – reinvention is for all humanity. All of us should strive for a newer and better self. Just constantly take our lives to the next level."

Goals

- ▶ Clear goals are SMART goals: Specific, measurable, achievable, realistic, timed.....and written.



Prioritizing Commitments



Quadrants of the Urgent–Important Grid

	Urgent	Not Urgent
Important	<ul style="list-style-type: none">• Crises• Pressing problems• Deadline-driven projects, meetings, reports I	<ul style="list-style-type: none">• Preparation• Prevention• Planning• Relationship building• Re-creation• Values clarification II
Not Important	<ul style="list-style-type: none">• Needless interruptions• Unnecessary reports• Unimportant meetings, phone calls, mail, e-mail• Other people's minor issues III	<ul style="list-style-type: none">• Trivia, busywork• Irrelevant phone calls, mail, e-mail• Time wasters• Excessive TV, Internet, relaxation IV

Eddie's Chart

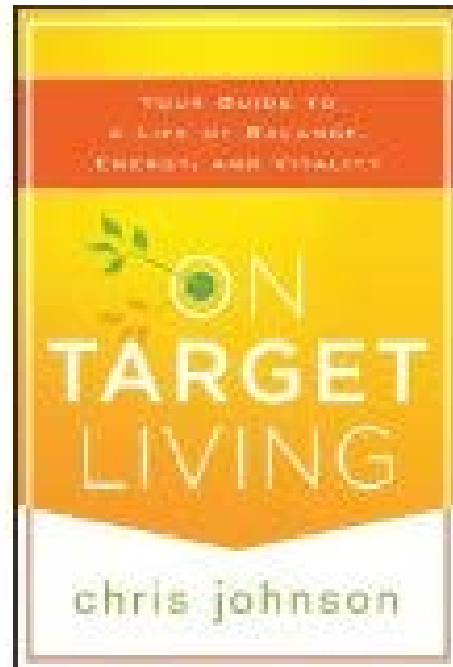
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Individual Activity

Create your own grid – add your activities, projects, action items.



Story of Chris Johnson



Second Polling Question



Analyzing

- ▶ If you want better results, you've got to change the way you spend your time. The trouble is that most of us don't really know where our time goes.
- ▶ Consider keeping a time log.
- ▶ Kaizen: continual incremental improvement.
- ▶ Take advantage of new technologies.



Planning

- ▶ Plan work and time:
 1. Results
 2. Activities
 3. Priorities
 4. Time
 5. Schedules
 6. Flexibility



Scheduling

- ▶ Maintain flexibility
- ▶ Schedule quiet time
- ▶ Get an early start



Interruptions

- ▶ Analyze interruptions
- ▶ Schedule regular meetings with key people
- ▶ Tame emails
- ▶ Make peace with interruptions



Meetings

- ▶ Common reasons for wasted time in meetings:



No real
purpose

Ambiguous
objectives

Wrong people
present

No agenda

People aren't
prepared

Agenda isn't
followed

Starting or
ending late

No results or
decisions made

Poor follow-up

Delegation

- ▶ Delegation today means work-sharing, whether vertical or horizontal.



Procrastination

- ▶ 3 major causes – we tend to put off things that are:
 - Unpleasant
 - Difficult
 - Involve tough decisions



Procrastination Quotes

"You cannot escape the responsibility of tomorrow by evading it today"

24

Abraham Lincoln


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- 

Third Polling Question



