#### Time Management in the Age of Covid

June 2020 SAAABA

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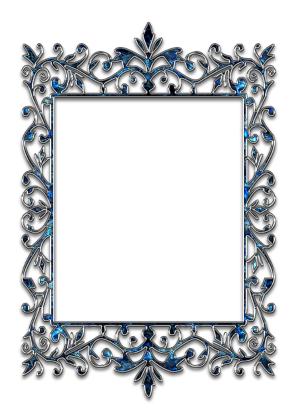


#### **First Polling Question**



#### 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> <li>Crises</li> <li>Pressing problems</li> <li>Deadline-driven projects, meetings, reports</li> </ul>	<ul> <li>Preparation</li> <li>Prevention</li> <li>Planning</li> <li>Relationship building</li> <li>Re-creation</li> <li>Values clarification</li> </ul>
Not Important	<ul> <li>Needless interruptions</li> <li>Unnecessary reports</li> <li>Unimportant meetings, phone calls, mail, e-mail</li> <li>Other people's minor issues</li> </ul>	<ul> <li>Trivia, busywork</li> <li>Irrelevant phone calls, mail, e-mail</li> <li>Time wasters</li> <li>Excessive TV, Internet, relaxation</li> </ul>

#### **Eddie's Chart**

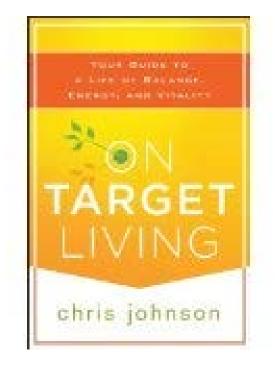
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#### Individual Activity

# 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:



## 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





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

> **24** – Abraham Lincoln

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#### **Third Polling Question**



