

## TIME MANAGEMENT

#### Welcome!

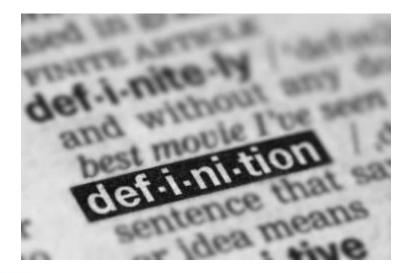


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## **Time Management Defined**

#### "The ability to use one's time effectively or productively, especially at work."



-Oxford Dictionaries

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# **BENEFITS OF TIME MANAGEMENT**

- Leads to increased productivity
- Decreases stress and increases energy
- Allows focus on what is important
- Enables goal achievement



 Develops skills such as delegating, prioritizing, planning, organizing, and so on



# **GETTING ENERGIZED**

- Increasing your energy levels
- Develop productive practices
- Strategies for handling stressful situations



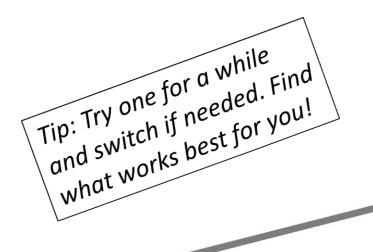
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## **CHOOSING AN APPROACH**

- What works well with your existing tools or daily flow of activities?
- What seems natural or "easy" to you?
- Which would give you the greatest likelihood of success?
- Which one sounds fun to try (at least initially)?



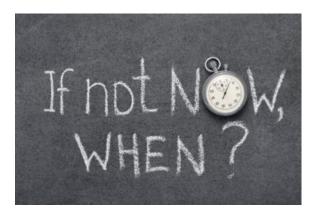


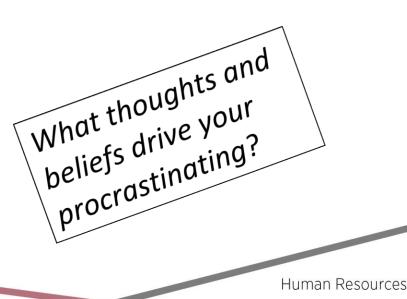
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## ORIGINS OF PROCRASTINATION

- Perfectionism
- Fear of failure (or success!)
- Negative self-talk
- Not knowing where or how to start
- Distractions
- Not enjoying the task





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### **OVERCOMING PROCRASTINATION**



- Complete unpleasant tasks first
- Break large jobs into chunks
- Do something, no matter how small
- Eliminate distractions
- Reward yourself for accomplishments

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#### VALUES-BASED DECISION MAKING

- Letting values be your guide
- Making conscious choices about where and how you spend your time
- Saying "no" when necessary
- Taking a stand for your top priorities

Make the Time!



### **CONNECTING TO OTHERS**

- Permission to be human
- Reset when things go wrong
- Finding ways of expressing kindness, patience, and compassion



Human Resources

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# TOOLS FOR THOSE WHO ARE MINDFUL OF TIME

### Maintain Effective Communication and Expectations



Focus on Team Synergy

**Respect Work Hours** 



Set Daily Goals



## QUESTIONS



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