

TIME MANAGEMENT

Welcome!



Time Management Defined

“The ability to use one’s time effectively or productively, especially at work.”

—*Oxford Dictionaries*



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



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)?



Tip: Try one for a while and switch if needed. Find what works best for you!

ORIGINS OF PROCRASTINATION

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



What thoughts and beliefs drive your procrastinating?

OVERCOMING PROCRASTINATION



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

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



CONNECTING TO OTHERS

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



TOOLS FOR THOSE WHO ARE MINDFUL OF TIME

**Maintain Effective Communication and
Expectations**

Focus on Team Synergy

Set Daily Goals



Respect Work Hours

Be Flexible

Show Appreciation

QUESTIONS

