

25 HOURS IN A DAY: HOW TO ORGANIZE YOUR TIME

- What have you accomplished in your lifetime?

- What type of lifestyle have you enjoyed?

- What advice would you give to others?

LIFE GOAL _____



OBJECTIVES

- Identify 'time wasters' and determine key contributors
- Explain three components of effective time management practice
- List strategies to alleviate procrastination
- Increase efficiency and productivity with four common work activities

TIME WASTERS

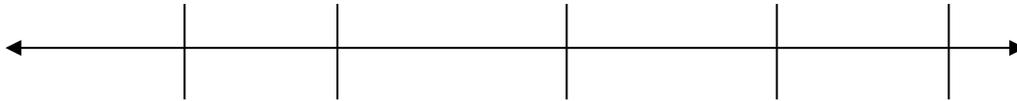
Directions: Working in small groups, generate a list of specific actions, people, and events that appear to cause you to not get things done at work.

ACTIONS/SITUATIONS/PEOPLE

BASIC STRATEGIES FOR EFFECTIVE TIME MANAGEMENT

1. _____
2. _____
3. _____

Control Continuum



Prioritize - Keep It Simple

- A = _____
- B = _____
- C = _____

Focus

As of today, I will set aside at least _____ every day to plan my tomorrow.

WHAT ARE YOUR PRIORITIES?

Let's take a minute to see what you plan on completing when you return to work tomorrow. Most people use some type of time management system and calendar planning. If you have your tool with you, please open it up. (electronic or paper) If you don't have one available, please use the following page to plan your day.

1. In the left column list the activities you need to accomplish tomorrow.
2. Designate each one with a priority code (A, B, C).
3. Based on step one and two, transfer those items to specific times on the daily schedule.

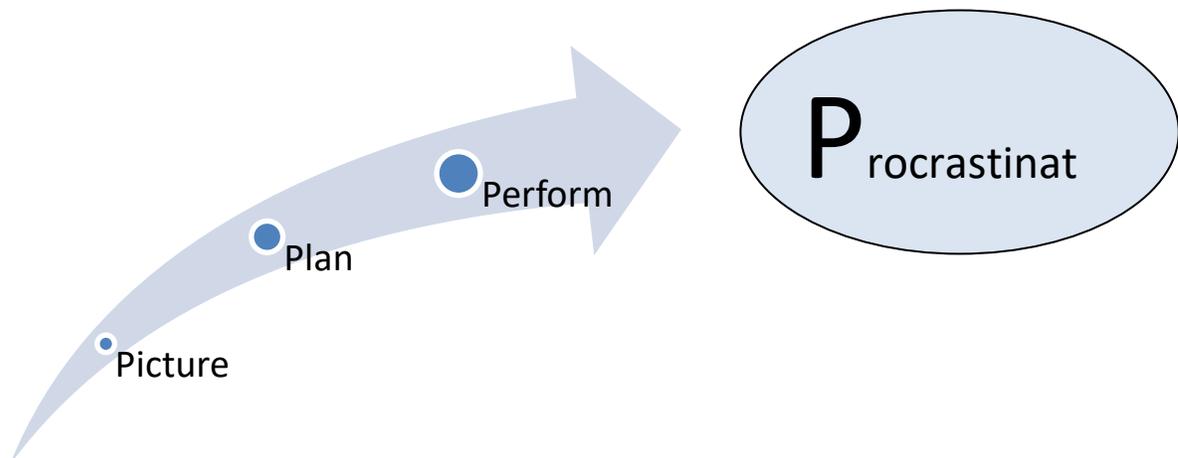
A = Important & urgent
B = Important but not urgent
C = Urgent but not important

Be sure to plan your entire day! Include both personal and work items that you plan on doing tomorrow.

HOW TO STOP PROCRASTINATION

You procrastinate because you...	Try these STRATEGIES
...need to start new _____ _____.	Keep track of how long things take Consider the consequences Reward yourself for getting things done Ask: What am I avoiding?
...feeling _____.	Break into smaller parts Ask someone to check on you Set Interim Deadlines Ask: Is there a simpler way?
...are seeking _____.	Is the plan too grand? Getting it done is more important; do it to your best in the time allotted. Ask: Is there a shorter way?
...would rather do _____ _____.	Make it more pleasurable Put on calendar routinely Task may cause conflict - consider the worst case
...enjoy a _____ _____.	Set final deadline early Have someone check on you What could happen scenario
...have another reason?	

Use the three Ps that take care of the **big P!**



**EFFICIENCY WITH
INTERRUPTIONS/PHONES/EMAILS/COMPUTERS**



Interruptions or Saying No

Telephones

Emails/Computers

Meetings

ORGANIZATIONAL PROTOCOLS

When creating organizational protocols think of the following:

- Color Code
- Dates for disposal (besides Public Records Requirements)
- Naming protocol (nomenclature)
- Limited number of copies or items
- Checklist
- Locations of documents

PROTOCOLS

A set of guidelines that define how to create and maintain an organized office.

ORGANIZATIONAL PROTOCOLS – WHAT’S YOURS? (TIME PERMITTING)

Directions: Working in small groups, complete the following chart to determine if protocols are in place (circle Yes) or if those still need to be determined and communicated (circle No). If your agency does not have any standard or organizational protocol for the item, discuss a possible protocol that would best serve the organization.

Organized Protocol Item	Dept. Protocol		Define Protocol
	Y	N	
Labeling books or binders	Y	N	
Computer desktop standards	Y	N	
Paper files	Y	N	
Computer e-files	Y	N	
Work surfaces/layout	Y	N	
Project files	Y	N	
Purging standards	Y	N	
Inventory /Supplies	Y	N	