



Got a Minute? The Surprising Secrets to Effective Time Management

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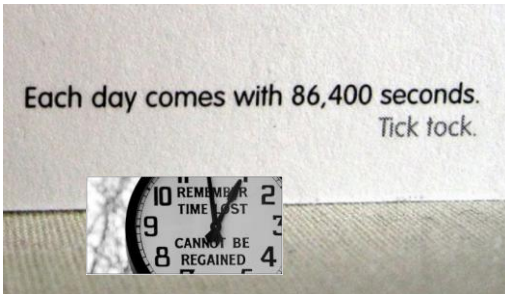
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Learning Objectives

- ▶ The Importance of Time Management
- ▶ Define Basic Time Management Skills
- ▶ Learn How to Maximize Your "To Do" List
- ▶ Review Time Saving Tips for Home and Office





Time Management is Important



- ▶ Essential to achieving your goals
- ▶ Helps you gain extra productive hours
- ▶ Promotes efficiency and organization
- ▶ Clears the clutter—focus on priorities
- ▶ Changes the way you work and feel
- ▶ Helps reduce stress





TIMEOUT!





Peter F. Drucker

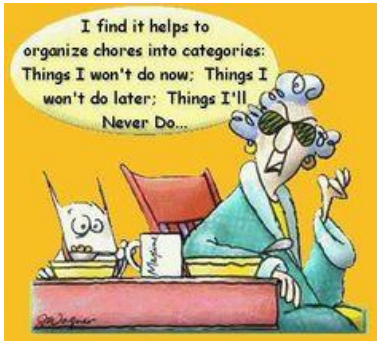


- ▶ Be clear about your goals and objectives
- ▶ Define your priorities
- ▶ Be flexible with time
- ▶ Set limits
- ▶ Have a routine—maintain balance
- ▶ Do the work right the first time

Efficiency
Doing Things Right

- ▶ Develop a plan
- ▶ Be organized
- ▶ Make a schedule each day
- ▶ Make wise choices
- ▶ Spend time on high priority tasks—use the 80/20 rule
- ▶ Time boxing

Effectiveness
Doing the Right Things



Obstacles to Effective Time Management



- ▶ Set limiting beliefs
- ▶ Perfectionism
- ▶ Waiting in lines
- ▶ Laziness
- ▶ Candy Crush Saga
- ▶ Procrastination
- ▶ Saying yes to everything
- ▶ Acting "busy"
- ▶ Staff interruptions



Gail Alofsin—Your Someday Is Now



What are You Waiting For?



How Do You Spend Your Time ?



Short and Long Term Goals

Committed

Items to Focus on This Month

Discretionary

YOU

Maintenance

Free Time

Squandered

Things to Give Up Right Now

TOAD TIPS:



- ▶ Create a Daily "to Do" or "Do" list
- ▶ Do the tough tasks first
- ▶ Break projects into smaller tasks
- ▶ Work and study at a high energy time
- ▶ Learn to be productive everywhere
- ▶ Get organized
- ▶ Build "white space" into your day





- Clutter Free
- Clock
- Family Photo
- Healthy Snacks
- Plants
- Drink Right
- Move Around
- Posture

Infographic by Dave Cummins
Dublin Office Centre
www.dublinofficecentre.ie

Desk for Success

If you work in an office job, you spend an average of **23 hours per week** at your desk. **23 hours a week is 168 hours of productivity.** That's a waste of **168 hours** per week. The world needs to be a lot of productivity, but to have good productivity, you need to work the best ways to work. Which means you can increase productivity and make your work the best ways to work.

Clutter Free
Keep your desk clutter free. A cluttered desk is a cluttered mind. A cluttered desk is a cluttered mind. A cluttered desk is a cluttered mind. A cluttered desk is a cluttered mind.

Drink Right
Water is essential for your health. It helps you stay hydrated and energized. It also helps you think clearly and make better decisions.

Move Around
Sitting at a desk for long periods can be harmful to your health. Take breaks and move around to keep your body active and healthy.

Posture
Good posture is essential for your health. It helps you avoid back pain and other health issues. Use an ergonomic chair and desk to maintain good posture.

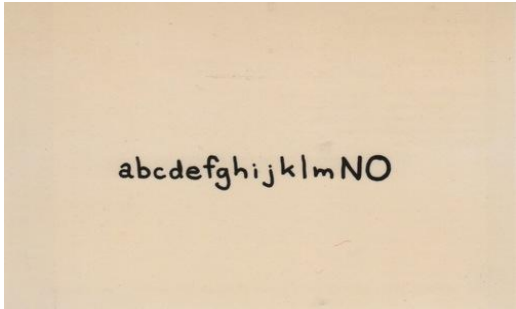
Back to Basics











There's an APP for that....



- › Dropbox
- › Rescue Time
- › Pomodoro
- › Toggl
- › Cardmunch
- › Egg Timer
- › Google Calendar
- › Daily Agenda
- › Eyefoo

- › Evernote
- › Remember the Milk
- › MLO- My Life Organized
- › Efficient PIM (Personal Information Manager)
- › Focus Booster
- › Focus At Will
- › Universal Password Manager

Office

Personal

Maximize Your "To Do" List

- › Analyze/Prioritize Activities
- › Estimate Then Schedule
- › Delegate
- › Rush the Unimportant
- › Bundle/Block
- › Re-Evaluate



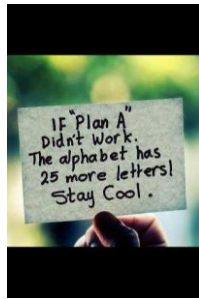
Time Savers for the Office

- ▶ Adjust your hours
- ▶ Avoid long conversations
- ▶ Don't overanalyze
- ▶ Sort mail over the trash can
- ▶ Track your time
- ▶ Create templates and checklists



Time Savers for the Office

- ▶ Write things down
- ▶ Manage phone calls and emails
- ▶ Arrive early
- ▶ Use airplane mode
- ▶ Ask questions



Time Savers for Home



twistsifter.com/2013/10/clever-life-hacks-to-simplify-your-world/



Time Savers for Home



- ▶ Never walk empty handed
- ▶ Buy and cook in bulk
- ▶ Consolidate errands in one trip



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References

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