Time Management for Dummies

A presentation for those of us who are trying to be too blessed to be stressed from not having enough time in a day

Hi Friends!

Tell me all the things! Okay not all the things. How about:

- Who are you?
- What department are you from?
- One way you think you rock at time management and one thing you think you can improve on

Hi, I'm Haylee

- B.S. in Business Administration
- Cheyenne-ian for 4(ish) years
- Marketing Director at the Cheyenne Animal Shelter
- Appointed to the Downtown Development Authority Board in Dec. 2019
- Beertender for Black Tooth Brewing Company
- I have a really cool husband who is sitting in this room and an equally cool dog who is not sitting in this room but his name is Remy
- I work out and stuff

Dogs, Beer, and Downtown Development!

Okay So What Is Time Management?

Time Management is the ability to plan and control how someone spends the hours in a day to effectively accomplish their goals. This involves juggling time between the domains of life - work, home, social life, hobbies.

Obviously this is important, but WHY?

Benefits:

- Lower Stress Levels
- Higher Productivity
- Increased Confidence
- Better Work-Life Balance
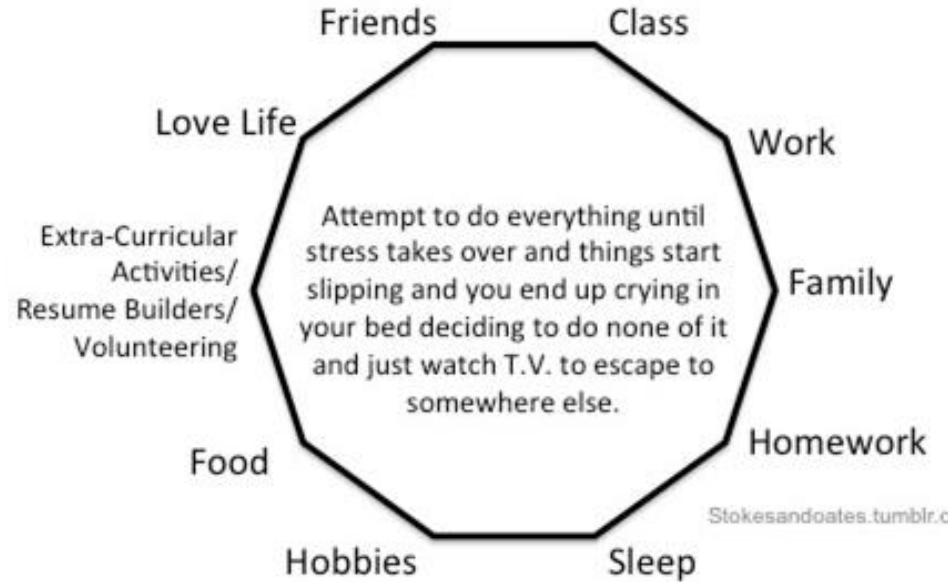
Consequences of poor Time Management:

- Poor Work Product
- Missed Deadlines
- Probable (almost guaranteed) Burnout
- Higher Stress Levels
- Your Personal Life WILL Suffer

"you look stressed"

thanks.. it's the stress

Expectations vs. Reality

GOOD GRADES

CHOOSE TWO

SOCIAL LIFE   ENOUGH SLEEP

Friends   Class

Love Life   Work

Extra-Curricular Activities/ Resume Builders/ Volunteering

Attempt to do everything until stress takes over and things start slipping and you end up crying in your bed deciding to do none of it and just watch T.V. to escape to somewhere else.

Family

Food   Homework

Hobbies   Sleep

Stokesandoates.tumblr.com

The 4 D's of Time Management

1. DO - what is essential & what adds the most value/gets you to your goal
2. DELAY - things that aren't absolutely necessary to get done
3. DELEGATE - if you died tomorrow, what tasks could someone else do?
4. DELETE - distractions. It's 2020 - there's a million of them

Time Management - Where Do We Start?

1. The Cost of Your Time
2. Goal Setting
3. Planning

TIME = MONEY
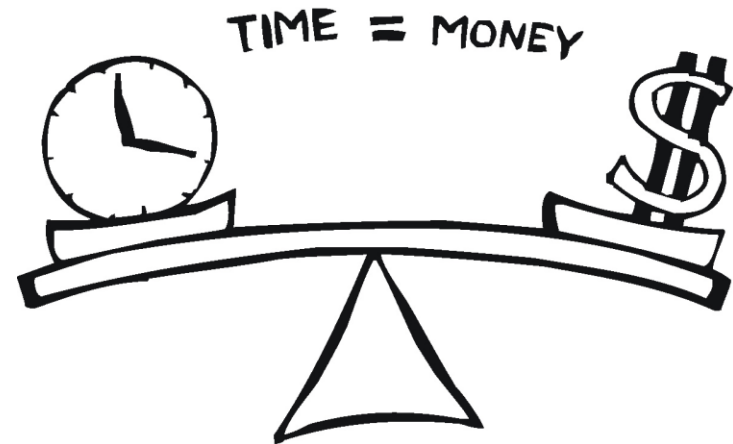
1. The Cost of Your Time: Know Where You Stand

You're obviously priceless and your time is worth more than gold, but if we had to put a $ sign on the cost of your time, what would it be?

Let's break it down:

The Cost of Your Time Per Year = (Salary + taxes + office space + office equipment + profit you generate)

Your Hourly Rate = (Cost per year / hours worked per year)

...That's a pretty big number. Time is money. Your time is even more than that.

Goal Setting (as it relates to Time Management)

Why is goal setting important?

- Provides Direction
- Helps you to Meet Deadlines/Avoid Wasted Time
- Manages Distraction
- Improves Overall Business/Productivity (duh)

Goal Setting Pro Tips

- SMART Goals (Specific, Measureable, Attainable, Realistic, Time-Sensitive)
- Accountability is important (internally and externally)

Bonus: Set a **PUSH Goal**: A larger goal that supports accomplishing several other goals, pushing them all forward at once and impacting change more quickly (This is usually time, money, discipline or skills)

- Not necessarily the goal that is most important to you - it's the one that will make all others possible

Planning: Failure to Plan is Planning to Fail

- 10 minutes on a Sunday spent looking at the week ahead is a Sunday well-spent
- Planning decisions ahead really cuts down on overall time spent
  - I.e. Dinners, Grocery Lists, Outfits, etc.
  - The less decisions your brain has to make, the better
- There's some power in setting yourself up for success the night before

SO! What Can We Do to improve our Time Management Like The True Bosses We Are?

1. Recognize that there are 24 hours in a day
2. Identify "Time-Sucks"
3. Tools are Cool!
4. Prioritize Like It's Your Job with a bonus: EAT THE FROG!
5. Learn to Say No! (Sometimes)

If you don't control your schedule, it will control you

1. Recognize That You Have 24 Hours In A Day

Let's break this down:

24 hours in a day

- 8 hours of sleep

- 8 hours of work

- 3 hours for meals

_____

5 hours of free time

"YOU HAVE THE SAME AMOUNT OF HOURS IN A DAY AS BEYONCE."

So that 5 hours... how do you spend that?

- Everyone needs 3 hobbies - one to make you money, one to keep you in shape, and one to be creative
- Use at least one or two of those hours working toward that "PUSH Goal" we talked about earlier
- Crazy how much 10 minutes a day can get you ahead (60 hours a year!)

2. Identify "Time-Sucks"

- Do a "time audit" of your day - yep, the entire 24 hours
- Hopefully this time audit will identify your "achilles heel" time-sucks. Right? Right.
- Take the steps to mitigate said "time-sucks." Are you social media-ing too much? Mindlessly watching TV? Cleaning when you should be working? Be honest with yourself about how much time you're actually spending on these time-sucks
  - Clear your home screen, delegate chores - do what you have to do to live your best (productive) life!

3. Tools are Cool!

- It's 2020 - there's an app for that (and it's probably free)
  - Google Calendar - it's your best friend
  - Google Keep - there's checkboxes. It's great
  - Trello - very visual. Very cool
  - Dropbox - awesome for sharing huge files with your team
  - Pocket - especially great for research/winning arguments
  - Evernote - basically like a notebook, but digital. And you can record stuff. It's neat.
  - Todoist -it's like a list, but better, and with priorities
- You can also go Old School - Pen and Paper
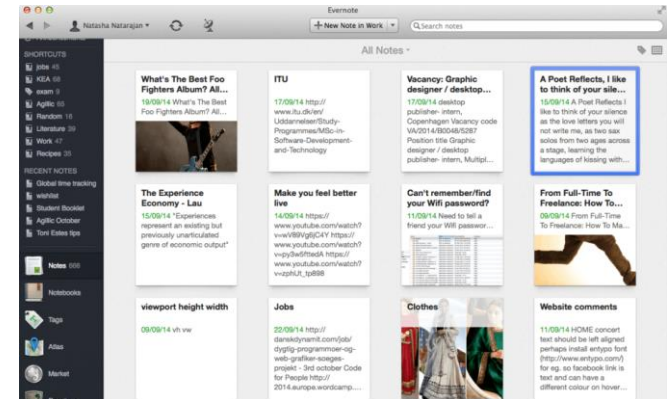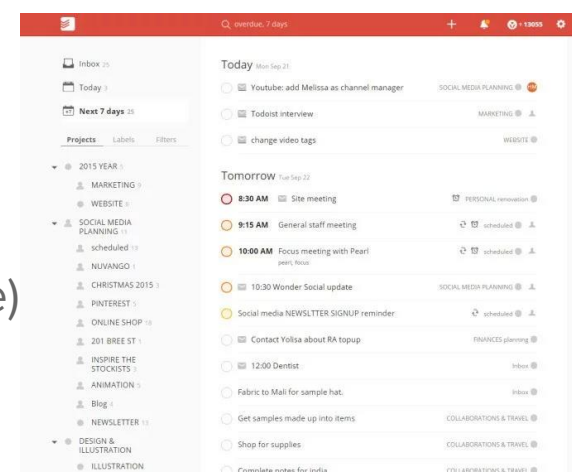
Tools are Cool! But How Do You Use Them?

Two Techniques (that I am going to talk about, I betcha there's more):

- Brain Dump
- Time Blocking

Brain Dumping

1. Make the list - bonus points if it's on paper
2. Most effective time: beginning/end of day
3. List must have the following: Musts, Wants, Perhaps (basically today, tomorrow, someday)
4. Evaluate said list. Move things around. Whatever you want.

Pro Tip: Weekends are a great time to check at least one of those "somedays" off :) even if it's just one!

Time Blocking

- Visual approach at a to-do list
    - Basically, this is a to-do list that accounts for the time it will take to accomplish the things on the list
    - Physically scheduling these things on your calendar -and allotting for the time you will need for each task
- Also called "Living in your Calendar" -promotes getting things DONE
    - Most of us are "Living in our Inboxes" - which means we are only reacting to things

4. Prioritize Like It's Your Job

- Remember that "Brain Dumping" we talked about? It's useful here.
- Every day, pick the top 3 things (non-negotiable tasks) that HAVE to get done.
  - You can get more than these 3 things accomplished, but it helps with that "I'm drowning in my to-do list feeling"
- Sundays are a great day to have a great day!
  - Even 10 minutes of looking at your calendar can help you prioritize your week

Bonus: EAT THE FROG

- Those 3 non-negotiable tasks you pick every day? Do the most time consuming/most difficult one first (before your brain figures out what you're doing)
- Once you can cross the most difficult task off of your list, the rest of the day is your oyster!

5. Learn to Say No! (Sometimes)

It's only by saying "no" that you can concentrate on the things that are really important.

-Steve Jobs

- My people pleasers, this one's for you
- Give yourself the grace to recognize that you can't please all people all the time
- Instead of outrightly saying "no," bide yourself some time - there is no shame in taking some time to get back to the request
- But while you're biding time, be sure to reflect on whether it's an opportunity that will be beneficial to you in the long run!

Cool. So What Did We Learn?

- Time Management is Important AF (duh)
- DO, DELAY, DELEGATE, DELETE
- Your Time Is Money
- Time-Sucks... Suck
- Time Management can be overwhelming, but there's an app for that
- Prioritizing tasks reigns supreme
- EAT THE FROG
- You can say no to things and the world won't end
- Basically everyone can work on their time management skills ALWAYS

Thank you!