



Let's Make Time Management Happen!

NHASFAA 2019

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Cognition Financial/ SunTrust



"Before we begin our Time Management Seminar, did everyone get one of these 36-hour wrist watches?"

DISCLAIMER

The purpose of this presentation is to provide some suggestions for how to improve your productivity and quality of life in both your professional and personal lives. The information contained herein represents the opinion of its author and should not be relied upon as professional advice.



























IS THIS YOU???







Time Management Activity

• Where is the ACE of Hearts?





TIME MANAGEMENT

The conscious process of planning and controlling the amount of time spent on particular tasks.

The better your time management skills are, the more productive, efficient, and effective you tend to be.





TIME MANAGEMENT MISTAKES

WWW.MINDTOOLS.COM

- Failing to keep a to-do list or action plan
- Not setting personal goals
- Not prioritizing
- Failing to manage distractions
- Procrastination
- Taking on too much
- Thriving on "busy"
- Multitasking
- Not taking breaks
- Ineffectively scheduling tasks





5 IMPORTANT RULES TO FOLLOW

- 1. Priorities should be clearly established
- 2. Tasks carried out should be geared towards these priorities and be explicitly explained goals
- 3. Time, energy and resources spent on unimportant/non-urgent tasks should be reduced or eliminated
- 4. Your system (surroundings & tools) should be made conducive in order to enhance productivity, effectiveness and efficiency
- 5. Motivational factors (such as rewards or sheer self-discipline) should be present to guarantee the fulfillment of the time-bound tasks

Time Management, Ted Robbins





RULE #1: PRIORITIZE

- Make a To Do List
- Make a To Don't List
- Categorize Tasks as Urgent, Important & Whenever
- Put e-mails in appropriate folders immediately
- It's okay to say "No"
- Be aware of deadlines make them visible





RULE # 2. GOAL SETTING: BE SMART

Specific – Has to be clear, no room for doubt

Measurable – Are you improving or not?

Achievable/**A**ssignable – Must be realistic

Relevant – Needs to be of true value to you

Time-bound – You must set a target date





EXAMPLE OF A SMART GOAL









GOAL:

I WILL FINISH MY PRESENTATION ENTITLED "LET'S MAKE TIME MANAGEMENT HAPPEN" BY MAY 4TH STATUS:

ACHIEVED!! COMPLETED MAY 4^{TH} (AT 10PM!)





RULE #3. FOCUS

- Get rid of distractions email, social media, people
- Organize your work space
- Hang up a "Do Not Disturb" sign
- Set your phone on silent & put it away
- Play soft music/white noise
- Do not multi-task
- Take short breaks get up and move!
- Set a timer
- Complete challenging tasks during peak hours
- Implement a "Power Hour"







RULE #4. FIND YOUR SYSTEM

• Scheduling

Daily, Weekly & Monthly Planners

Printed or digital – your preference

Set a fixed "scheduling" time

Control your inbox

One touch method

Clear out each day

Set a fixed "maintenance" time







FIND YOUR SYSTEM

Use tools that actually work for you

- Lifehack.com
- Mindtools.com
- Thechicsite.com

Explore apps & ask around

- Remember the Milk to-do lists, task management
- Evernote notetaking
- 1Password one place to store passwords
- Mind42 help with mind mapping
- Cozi shared family calendar









RULE #5. REWARD YOURSELF

- Keep it simple & frequent
- Grab a cup of coffee or healthy snack
- Check your social media but LIMIT IT!
- Go for a quick walk
- Chat with a co-worker

Whatever works for you!

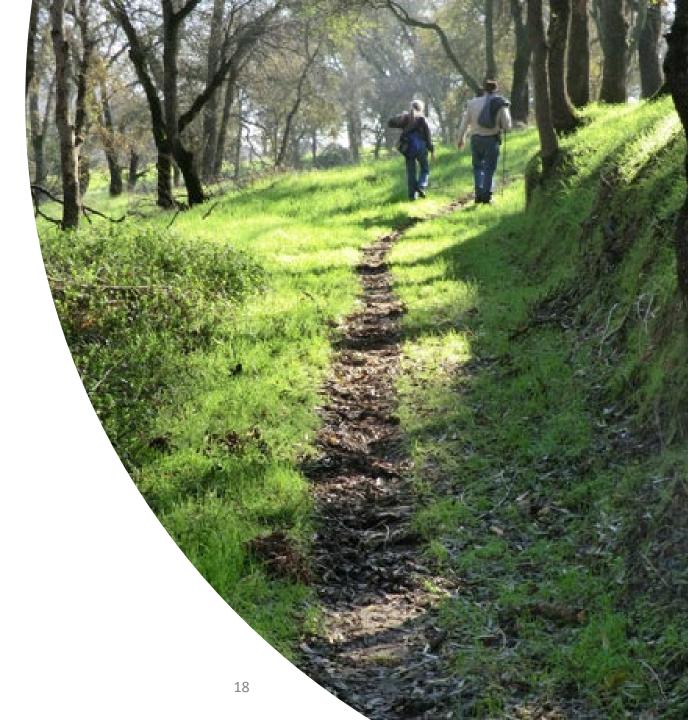






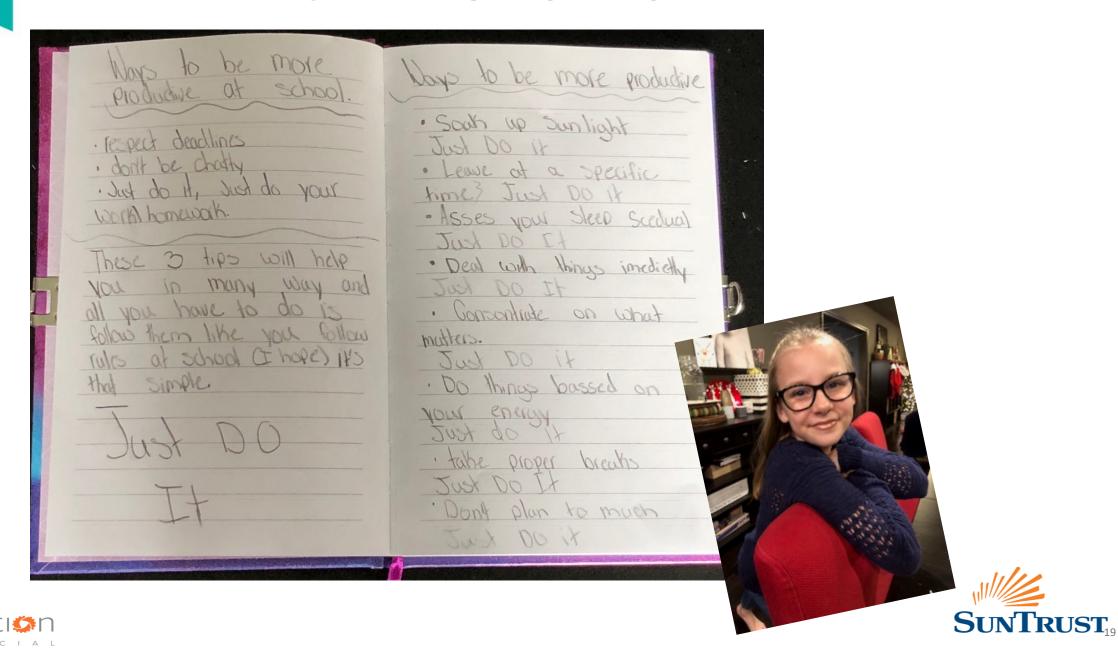
TAKE CARE OF YOURSELF

- Get 7-8 hours of sleep every night
- Drink ½ your body weight in ounces of water every day
- MOVE YOUR BODY at least 30 minutes every day
- Stop eating junk
- Find time for yourself





CAMERON'S TIPS



JULIE'S TIPS

Be realistic and honest with yourself

Procrastinators – just start somewhere!

Ask for help

Blare your favorite song when you need a push

Be Kind to Yourself









QUESTIONS

