

**Are YOU a Candidate for BURNOUT?
Let's get organized in 2015!
EFFECTIVE TIME MANAGEMENT TIPS**

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WHY/HOW WE WASTE PRECIOUS TIME

Discuss “wasting time”

Why don't we have enough time?

List “time bandits”



Time is the most valuable thing in your life. There will always be more to do and always more that can be done!

SMALL GROUP DISCUSSION

Discuss **“TIME BANDITS”**



at work “It’s not enough to be busy. The question is what are we busy about?”

other life



The single most valuable thing in life is TIME!

WHY/HOW WE WASTE PRECIOUS TIME

Who are the “time bandits?”

boss, employees, parents,
family and friends

“got a minute?” **1440 minutes/day**

**3 to 5 hours (180 to 300 minutes) lost
each day due to interruptions—not
even aware time has been stolen**

“where does the time go?”

THE ONE WORD YOU MUST USE DAILY

“NO”

REMEMBER, there are only 1,440 minutes in a day. Even a 30-minute chunk of time

Means something else won't get done.

REASONS WE DON'T SAY “NO”

HOW CAN WE MAKE THIS EASIER?

Waste your money and you are only out of money, but waste your time and you have lost a part of your life!



PROCRASTINATION BUSTERS

WHY PEOPLE PROCRASTINATE:

Poor self-control

If we are not rushing to do something, not big enough

Need to have someone do it too

Treat to reward and punishment—fear loss more than gaining

Self talk out of doing what's needed

Postpone what needs to be done for another time

Money, I can only gain or lose, but time I can only lose.

So, I must spend it carefully!

INTERRUPTIONS VS. TIME MANAGEMENT

HANDLING INTERRUPTIONS—How much time spent on those annoying interruptions—most of the time *frivolous* PREVENTS you from spending time on THOUGHTS, CONVERSATIONS AND ACTIONS



CALCULATE TIME SPENT ON “TIME BANDITS”

Wasted time is NEVER
PRODUCTIVE!



LEADS TO BURNOUT



TIME TRAP LISTS

1. **Management by Crisis**—putting out fires
2. **Inadequate Planning**—blind leading the blind—Lack of self discipline, Drop in visitors, Procrastination, Personally unorganized, Leaving tasks unfinished
3. **Inability to say NO!**
4. **Poor Communication**--isolating onto “screens” and electronics issues, world goes viral
5. **Poorly Run Meetings**
6. **Poor Delegation and Training**



CLOCK TIME VERSUS REAL TIME

We all live in the WORLD OF REAL TIME

TIME FLIES WHEN YOU ARE HAVING FUN

WHEN YOU ARE BUSY WITH DEADLINES

WHEN YOU ARE DOING PAPER WORK

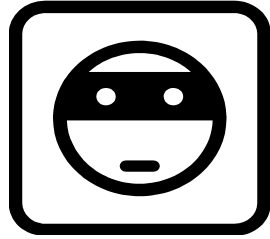
3 WAYS TO SPEND TIME PRODUCTIVELY

THOUGHTS, CONVERSATIONS AND ACTIONS



WAYS TO REJECT ANNOYING INTERRUPTIONS

ROLE PLAY—How to effectively deal with “TIME BANDITS”



Cold calls, emails. Other interruptions:

“I am on a deadline right now and can’t take any time for calls or meetings—so sorry”

“I would like to talk with you right now, but I have to keep my eyes and focus on the children. Lets schedule a time to visit when I am not watching children.”

SUCCESS MEANS LIMITING TIME TO UNPRODUCTIVE ACTIONS

2. PRIORITIZE—THOUGHTS, CONVERSATIONS,
ACTIONS
RESCHEDULE
KEEPS YOU FOCUSED



Do you believe Warren Buffet and Bill Gate work around their to-do lists? Super successful people think through their priorities and have scheduled time for them—then, enough is enough.

MASTER THE PRACTICE OF LETTING GO

There is ALWAYS MORE TO DO!

DECIDE ON PRIORITIES
SCHEDULE THEM AND
LET THE REST GO!



Replace your ***TO DO LIST***

with a CALENDAR/Cell Phone/NOTEBOOK

AND if you want to do something or need to do something, **SCHEDULE IT** AND be mindful of your schedule

PLAN YOUR DAY

Schedule important items as early as possible in the mornings. ANGRY PARENT, TEACHER, FIRING, ETC. **Why?**

Try to avoid ***TIME BANDITS***

RESCHEDULE ITEMS when cancelled due to interruptions--**PRIORITIZE**

Treat your schedule as if they were DOCTOR'S APPOINTMENTS—can't or will not cancel

ALWAYS HAVE A NOTEBOOK/IPHONE WITH YOU

LEARN WHAT IS IMPORTANT IN YOUR LIFE

Remember to take care of yourself **FIRST!**

Make certain your goals are **SPECIFIC AND MEASUREABLE**

Focus on areas of your life you need to concentrate

Schedule time for YOU

There will always be more to do and always more than can be done

Successful people don't burn hour after hour, they prioritize and schedule time for them.

Then, ENOUGH IS ENOUGH!

Need to master the practice of "letting go of the more can be done"

Until we can manage time, we can manage nothing else



TIME BLOCKING

1. It is important to schedule and put it on your Calendar
 2. Important ideas should be scheduled EARLY IN THE DAY
 3. Reschedule your goals when needed—PRIORITIZE
 4. Treat your time blocked as Doctor's Appointments—IMPORTANT and DO NOT CANCEL UNLESS EMERGENCY
- OFTEN CALLED **“TIME BLOCKING”**

If you master the practice of time blocking, you can literally see your life's priorities by looking at your weekly calendar.
PRIORITIZE WHEN UNAVOIDABLE

WHAT DO YOU VALUE IN LIFE AND WORK?

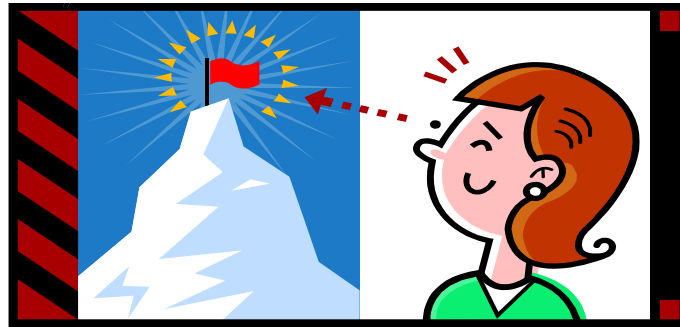
LIST WHAT YOU VALUE...

I value health so I schedule _____ minutes each day to

I value working with my TEAM members _____ minutes
each day to _____

I value relaxation and recharging by scheduling
_____ minutes each day to _____

ETC. ETC. ETC.



Nothing is a waste of time if you use the experience wisely.

KEEP NOTES IN DATED NOTEBOOK

Always carry a NOTEBOOK—other ways

1. Write and keep record of ideas, names of people and how you know them, interesting ideas, happenings, occasions, etc. “If you write it down, you will remember it and most likely act upon it. If you don’t, you will forget.”
2. **DATE AND KEEP IN ORDER BY DATES**
3. **Calendar** will give you an overview of happenings and schedule for day, week by year
4. **Notebook, etc.** will give you details of happenings

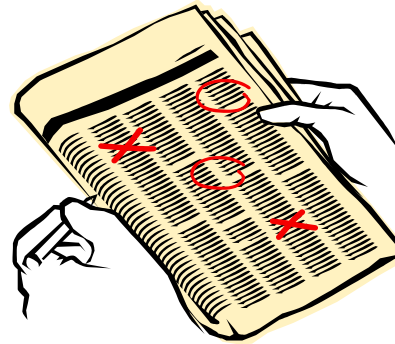
KEEP NOTES IN DATED NOTEBOOK

1. Date the notebooks for easy access
2. Thumb through your notes periodically
3. Your own shorthand
 - ! Next to items of interest and want to know more about
 - * Next to items of importance

Capture key words

MOST IMPORTANT is to carry a notebook to write down important ideas and events—this will free your mind

HOW CAN THIS BE HELPFUL TO YOU!



TOUCH IT ONCE

EXAMPLE:

GET YOUR MAIL—pick out the junk mail and throw away first

MAGAZINES—put in “magazines to be read” stack

BILLS—“bills to be paid” stack

Emails—most are read twice—needs action

OTHER EXAMPLES OF “TOUCH IT ONCE”

TIME SAVERS

How would you save time grocery shopping?

Scheduling your day every day?

Paying bills?

Emails—use of templates for same responses—TOUCH IT ONCE!

TIME SAVERS

Drop—what can I drop and/or stop doing entirely

Delegate—what can I delegate to others—outsource

Redesign—what do I need to continue doing but do it in a new time-efficient way?

“TO GET WHAT YOU WANT, STOP DOING WHAT ISN’T WORKING!”

TIME VERSUS ENERGY

OTHER TIME AND ENERGY SAVING IDEAS:

TIME SWAP

COOK MORE THAN ONE MEAL AT A TIME

CONTROL YOUR SMART PHONE

DON'T GO OUT TO LUNCH

DRINK A HEALTHY PROTEIN SHAKE FOR BREAKFAST

GET YOUR UNPLEASANT TASKS OUT OF THE WAY FIRST

USE YOUR COMMUTE TIME/DRIVE TIME WISELY

SET APPOINTMENTS AND VERIFY DAY SCHEDULED

SCHEDULE AROUND BUSY TIMES—ESPECIALLY DRIVING TIMES

HANG OUT WITH PRODUCTIVE PEOPLE

PLAN YOUR DREAMS, LIVE YOUR GOALS

TOP QUOTES ON TIME MANAGEMENT

“Don’t wait. The time will never be just right”

“Live each day as if it were your last”

“All great achievements require time”

“Even if you’re on the right track, you will get run over if you just sit there”

“He who gains time, gains everything”

“The bad news is time flies;
the good news is you’re the pilot”

“Time lost is never found again”

Time Management 2.0, H Reardon, 2013, Second Edition
New York Times

IMPORTANCE OF TAKING CARE OF YOU—FIRST!

YOU ARE A STAR



1. List 3 adjectives that describe YOU!
2. What do you do *each day* to take care of yourself **FIRST!**

*Remember, if you take care of yourself **FIRST**, you will be strong enough to handle all that life has to offer—good and not so good!*

*Until you value yourself, you will not value your time.
Until you value your time, you will not do anything with it*