

An hourglass with a wooden frame and a glass bulb containing a light-colored substance, sits on a wooden base. In the foreground, a silver pocket watch is open, showing a white face with black numerals and hands. A silver chain is attached to the watch. The background is a dark, textured wooden surface.

# Time Management

Professional Development LAP 1

*“What, of all things in the world, is the longest and the shortest, the swiftest and the slowest, the most divisible and the most extended, the most neglected and the most regretted, without which nothing can be done, which devours all that is little and enlivens all that is great?”*

*“Time”*

*-Voltaire*

# Time Is . . .



Each person's day  
has 24 hours.

Each person's hour  
has 60 minutes.

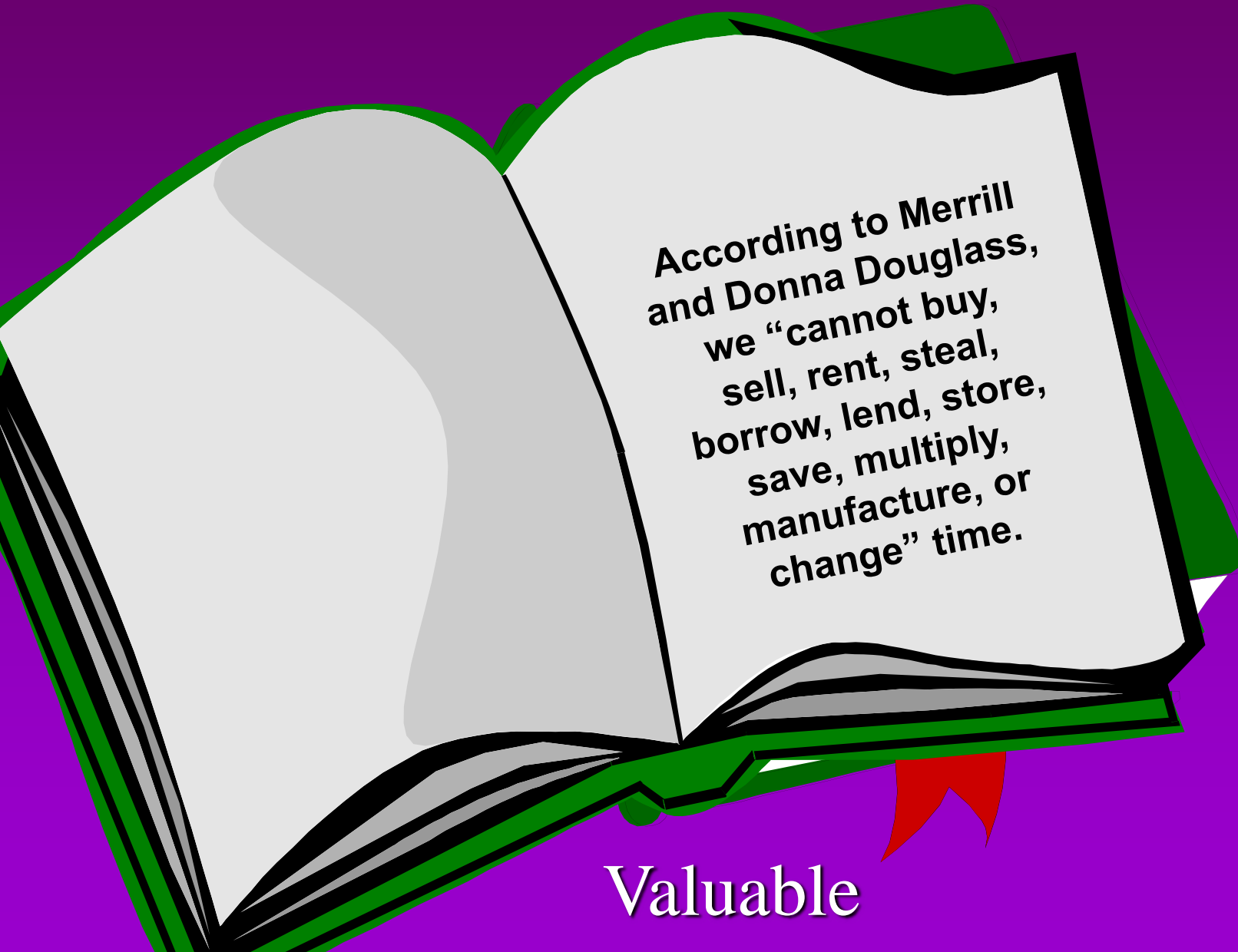
Equal

# Time Is . . .



Free

# Time Is . . .



According to Merrill  
and Donna Douglass,  
we “cannot buy,  
sell, rent, steal,  
borrow, lend, store,  
save, multiply,  
manufacture, or  
change” time.

Valuable

# The Way in Which We Spend Our Time . . .

Child



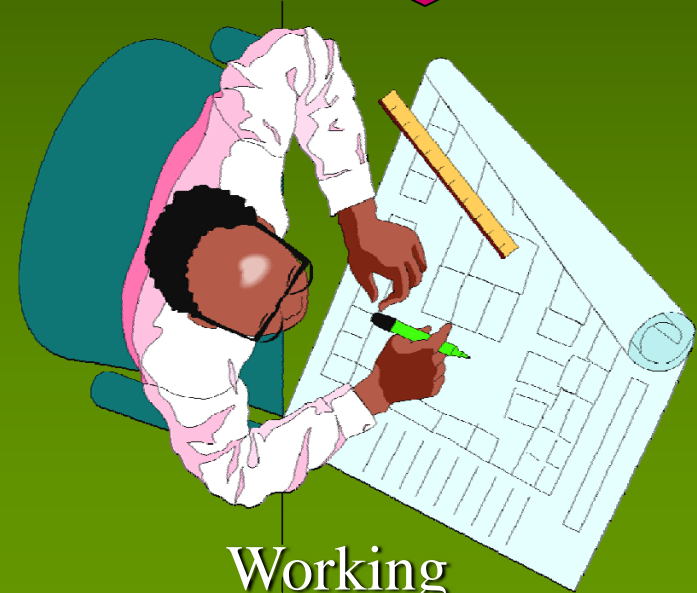
Playing

Student



Studying

Employee



Working

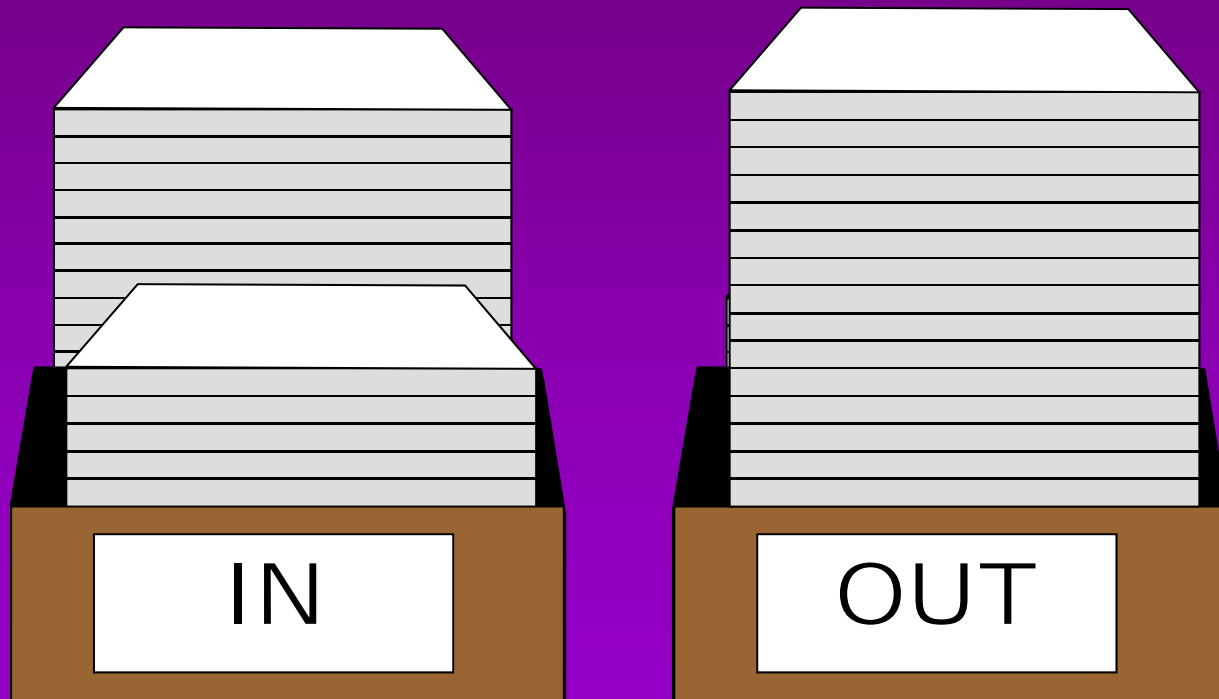
helps to describe who we are.

# People May Use Time Differently.



# Benefits of Time Management

- ◆ Increased productivity





# Benefits of Time Management

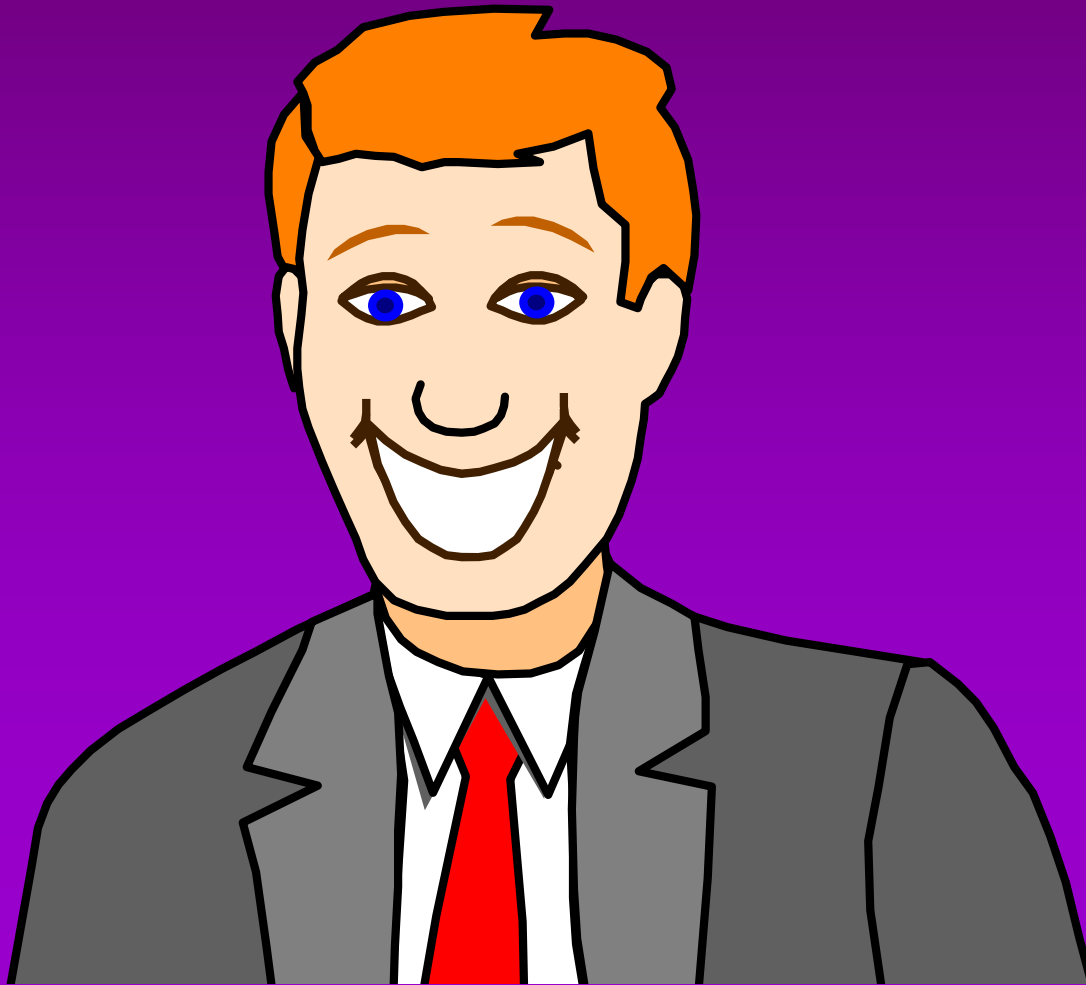
- ◆ Increased organization



Deadline  
met!

# Benefits of Time Management

- ◆ Enhanced self-esteem



# Benefits of Time Management

- ◆ Reduced stress and frustration



# STRESS

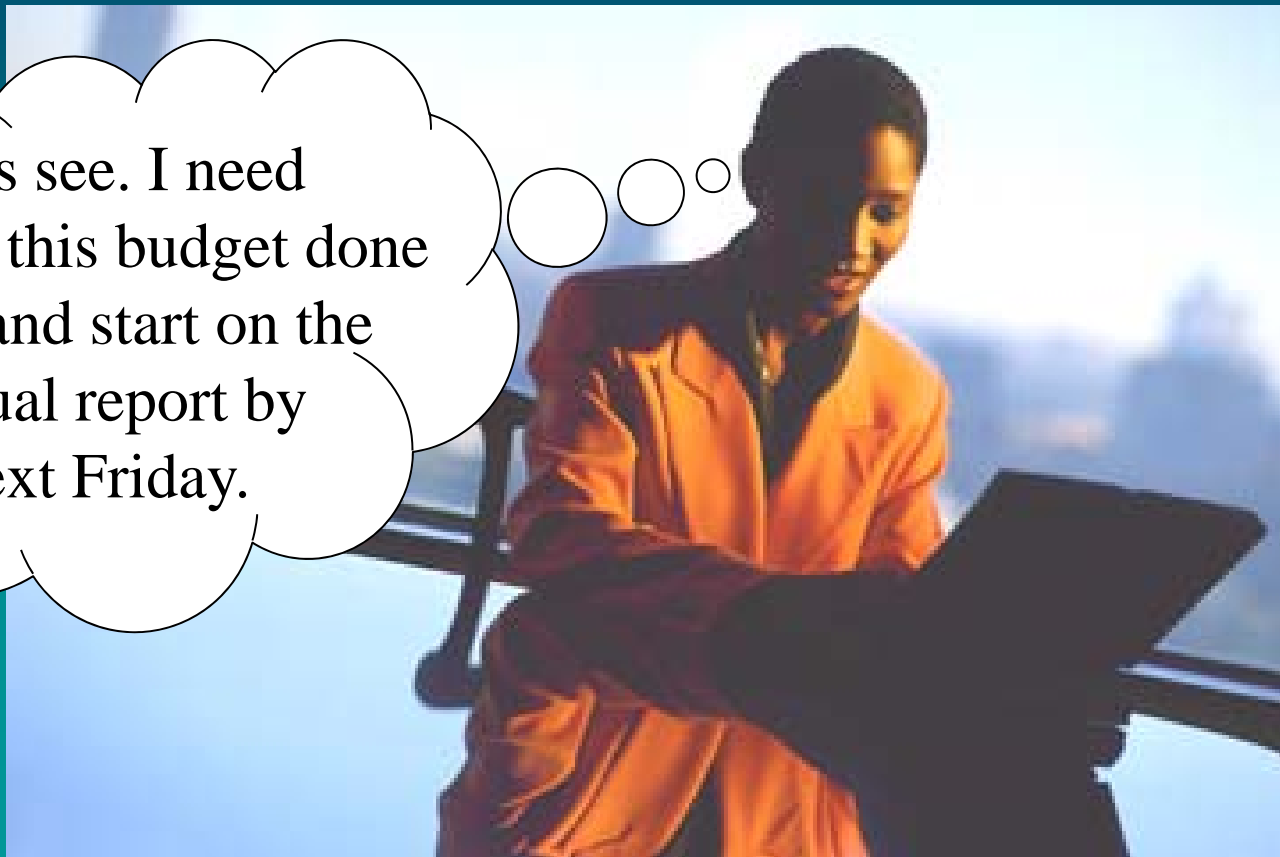


A physical, mental, or emotional feeling of pressure or tension

# Time-Management Techniques

## ◆ Set objectives.

Let's see. I need to get this budget done today and start on the annual report by next Friday.




# Time-Management Techniques

- ◆ Avoid procrastination.

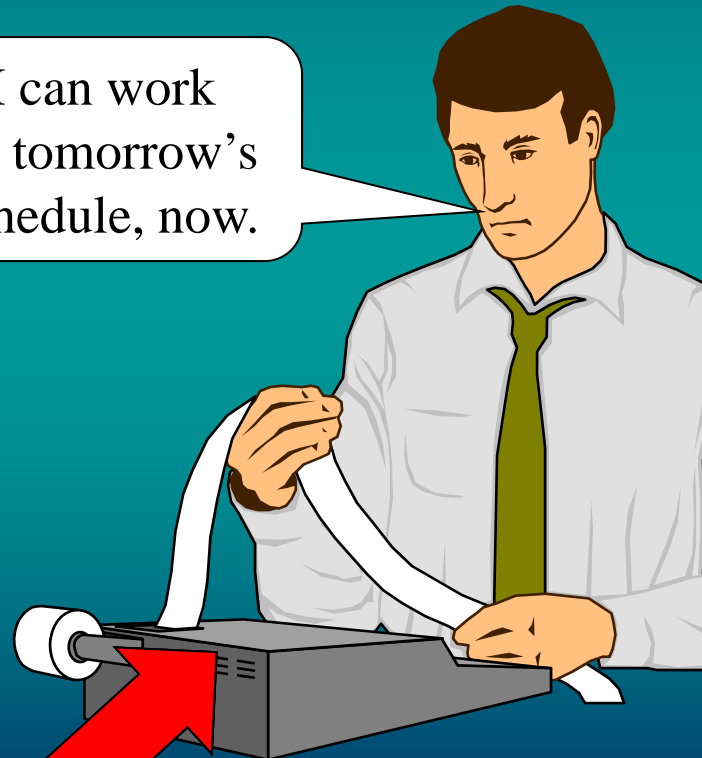


# Time-Management Techniques

- ◆ Use “free” time.



Now I have time to start on my speech.



I can work on tomorrow's schedule, now.

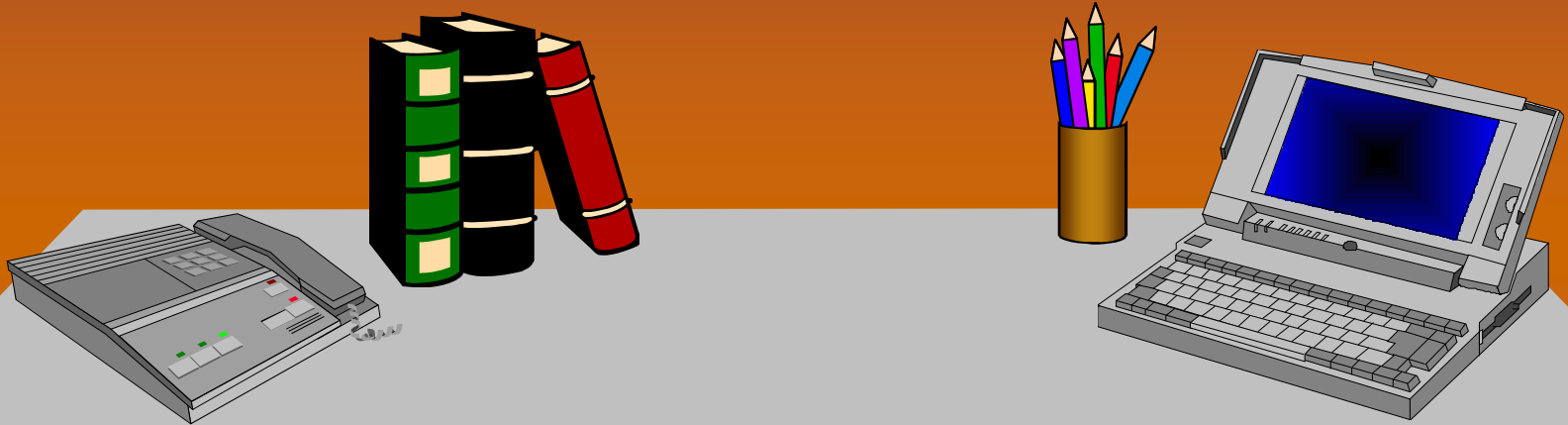


**Allows for  
free time.**



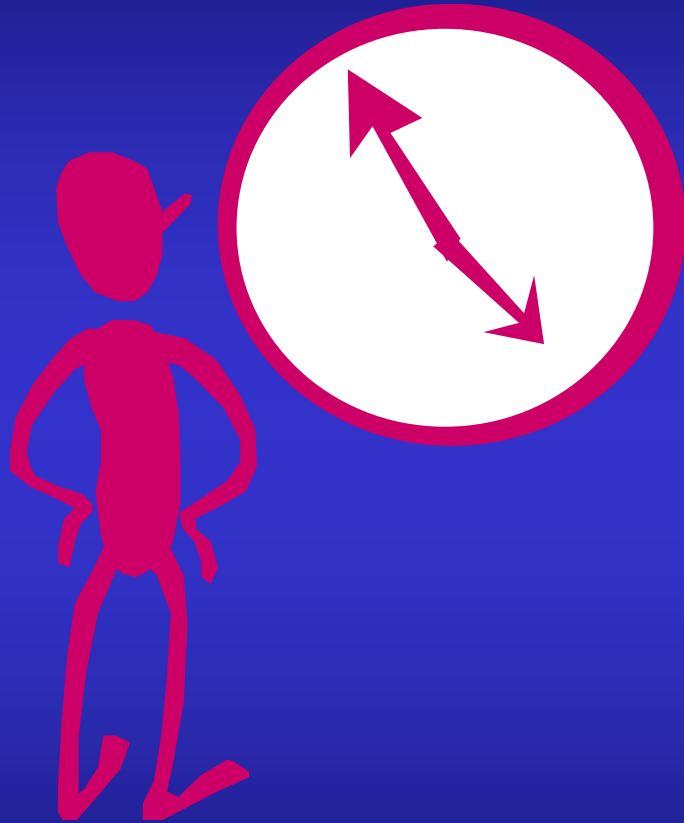
# Time-Management Techniques

- ◆ Organize your work area.





# Time-Management Process



- Identify objectives.
- Prepare a weekly master list.
- Prepare a daily to-do list.
- Prioritize daily activities.
- Schedule daily activities.
- Implement time-management plan.
- Review and update plan daily.

Step 1

# Identify Your Objectives.

Examples:



Complete report of  
first-quarter sales.



on

# Step 2

# Prepare a Weekly Master List.

## WEEKLY MASTER LIST

1. Determine products to show Shannon.
2. Determine features of products that would benefit Shannon.
3. Determine benefit to Shannon.
4. Identify examples to be used during presentation.

6. Determine visual aids to be used, showing sales projections for Shannon.	1/2 hr.	B
7. Develop price quotes for filling Shannon's needs.	2 hrs.	B
8. Call Shannon to confirm appointment (delegate to secretary).	10 min.	C
9. Read informational reports on newest PC's on the market.	10 hrs.	A
10. Contact PC manufacturers for information (delegate to assistant).	15 min.	C

“BC” items follow  
 “A” items in routine.  
 Items that can be  
 completed during  
 low periods, or  
 completed during  
 high energy times.  
 “A” times.

What activities  
 Determine the  
 will prioritize the  
 day of the week  
 activities:  
 you want to  
 accomplish and  
 complete the  
 “A B C Principle”  
 activity.  
 objectives?

## Step 3

# Prepare a Daily To-Do List.

### To-do list

- Read informational reports on newest PC's on the market.
- Determine needed functions/capabilities.
- Meet with Marty re: PC manufacturer contacts.
- Place order for customer.
- Follow up with Jayne re: training session.
- Check expense report.

## Step 4

# Prioritize Your Daily Activities.

### TO-DO LIST—MONDAY

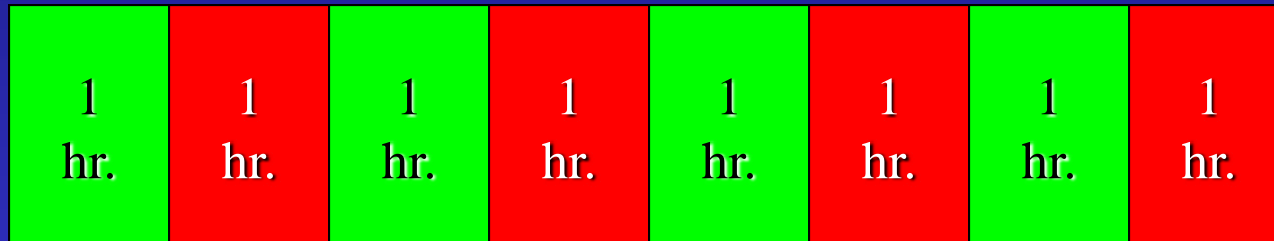
Daily To-Do List	Time Needed	Priority
1. Read informational reports on newest PC's on the market.	2 hrs.	A
2. Determine needed functions/capabilities.	2 hrs.	A
3. Meet with Marty re: PC manufacturer contacts.	15 min.	B
4. Follow up with Julie re: training session.	15 min.	C
5. Call Jayne.	15 min.	C
6. Check expense report.	15 min.	C

You will have already done this. Estimate the minimum amount of time needed to complete each activity from your weekly master list.

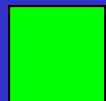
## Step 5

# Schedule Your Daily Activities.

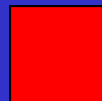
Block off two hours of uninterrupted work time throughout the day.  
Use a one-on, one-off schedule.



Least preferred approach because it can be too disruptive



= Undivided attention



= Less important, planned activities

## Step 6

# Implement the Time-Management Plan.

Monday

To-do list

- ✓ - Read informational reports on newest PC's on the market.
- ✓ - Determine needed functions/capabilities.
  - Meet with Marty re: PC manufacturer contacts.
  - ✓ - Place order for customer.
  - ✓ - Follow up with Jayne re: training session.
  - Check expense report.

Work on  
tomorrow.

Step 7

# Review and Update Your Plan Daily.

Tuesday

To-do list

- Follow up with Jayne re: training session.
- Check expense report.
- Work on presentation.
- Book reservations for business trip.
- Finish quarterly report.
- Set up meeting with vendors.

Carried over  
from  
yesterday