



Welcome to your...

Community of Practice (COP)

Session #6

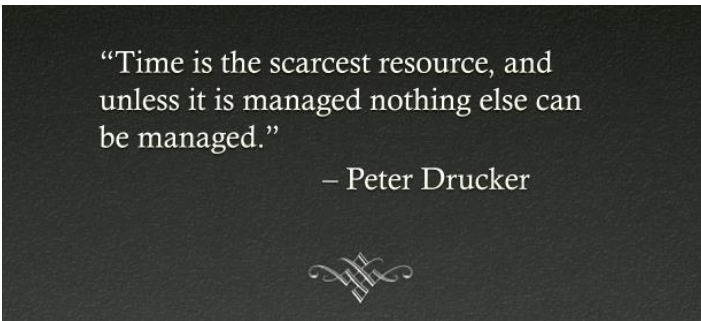
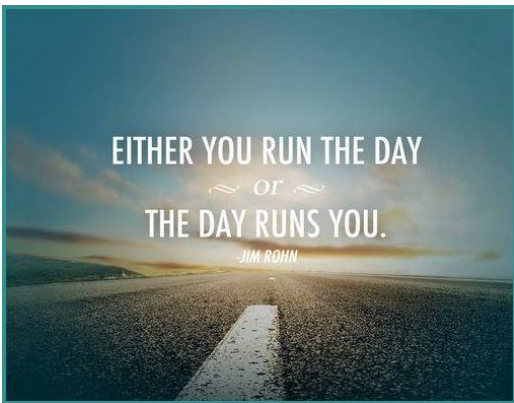
Date: 3/16/16

Time Management



Agenda

- Warm Up
- What Kind of Time Manager Are You?
 - Management Type Discussion
 - Quiz & Discussion
- 4 Biggest Time Wasters
- Wrap Up



What Kind of Time Manager Are You?

- **Social**
 - Motivated when their time is spent on team-based tasks, and often prioritize tasks that bring people together.
- **Analytical**
 - Motivated by spending time following established processes, and often prioritize tasks that organize effort and create workflow efficiencies.
- **Driving**
 - Motivated when their time can be spent completing tasks, no matter how big or small, and often relish taking on new challenges.
- **Inspirational**
 - Motivated by generating ideas with others. Prioritize tasks that involve establishing a vision that lays the groundwork for future success.

Set SMART Goals

- **S**pecific
- **M**easurable
- **A**ttainable
- **R**elevant
- **T**ime Bound



Stephen Covey's 3rd Habit: Put First Things First

The Quadrants

- Quadrant I consumes many people
- Our effectiveness takes quantum leaps when we do activities in II quadrant

	Urgent	Not Urgent
Important	I <ul style="list-style-type: none">- Crises- Pressing Problems- Deadline Driven Projects, meetings, preparations	II <ul style="list-style-type: none">- Preparations- Presentations- Values Clarification- Planning- Relationship Building- True Recreation- Empowerment
Not Important	III <ul style="list-style-type: none">- Interruptions, some phone calls- Some mail, some reports some meetings- Many proximate pressing matters- Many popular activities	IV <ul style="list-style-type: none">- Trivia, busywork- Junk Mail- Some phone calls- Time wasters- "Escape" activities

How Do You Manage Your Time?



Quiz Results: Your Thoughts

Questions to Consider

- Is your score accurate? Why or why not?
- What are your main areas of improvement?
- What do you wish you had more time for?
- In which quadrants do you spend most of your time?
- What are some SMART goals you can set to get there?

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SMART Goals

Specific

Measureable

Attainable

Relevant

Time Bound

The 4 Biggest Time Wasters



Wrap Up

- Survey Results
- Resources
 - www.mindtools.com
 - SkillSoft – Time Management

See You Next Time!

