

SKILL-WORKS

MANAGING TIME EFFECTIVELY

- 1) Be results-oriented. Start with the question, “ What is expected of me?”
- 2) Record actual use of time. At the time of the event, rather than from memory.
- 3) Identify and eliminate items that do not have to be done at all. Ask, “What would happen if this were not done at all?”
- 4) Identify items that could be done by someone else, as well or better.
- 5) Be conscious of your use of time with others. Ask others, “What could I do to contributing to your effectiveness?”
- 6) Identify time-wasters which occur due to the lack of a system or planning. The symptom is the recurring crisis.
- 7) Be certain that those who have the need to know, know. Misinformation and lack of information are major time wasters.
- 8) Determine the time available for major tasks that will make significant contributions.
- 9) Maximum the use of discretionary time by:
 - Insulating
 - Isolating
 - Delegating
- 10) Segment Time. Reserve blocks of time for long-range problems, even though they do not have to be solved immediately.
- 11) Be flexible. Maintain several high and low priority items at the same time. Shift from project to project frequently. Goal: progress on all.
- 12) Develop and use a personal planning system.
 - Keep a time log
 - Utilize a day-by-day planning system
 - Develop a long-range calendar and due-date schedule