

# Let's Stop Kicking the Can & Develop Our Time Management Skills



# 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.

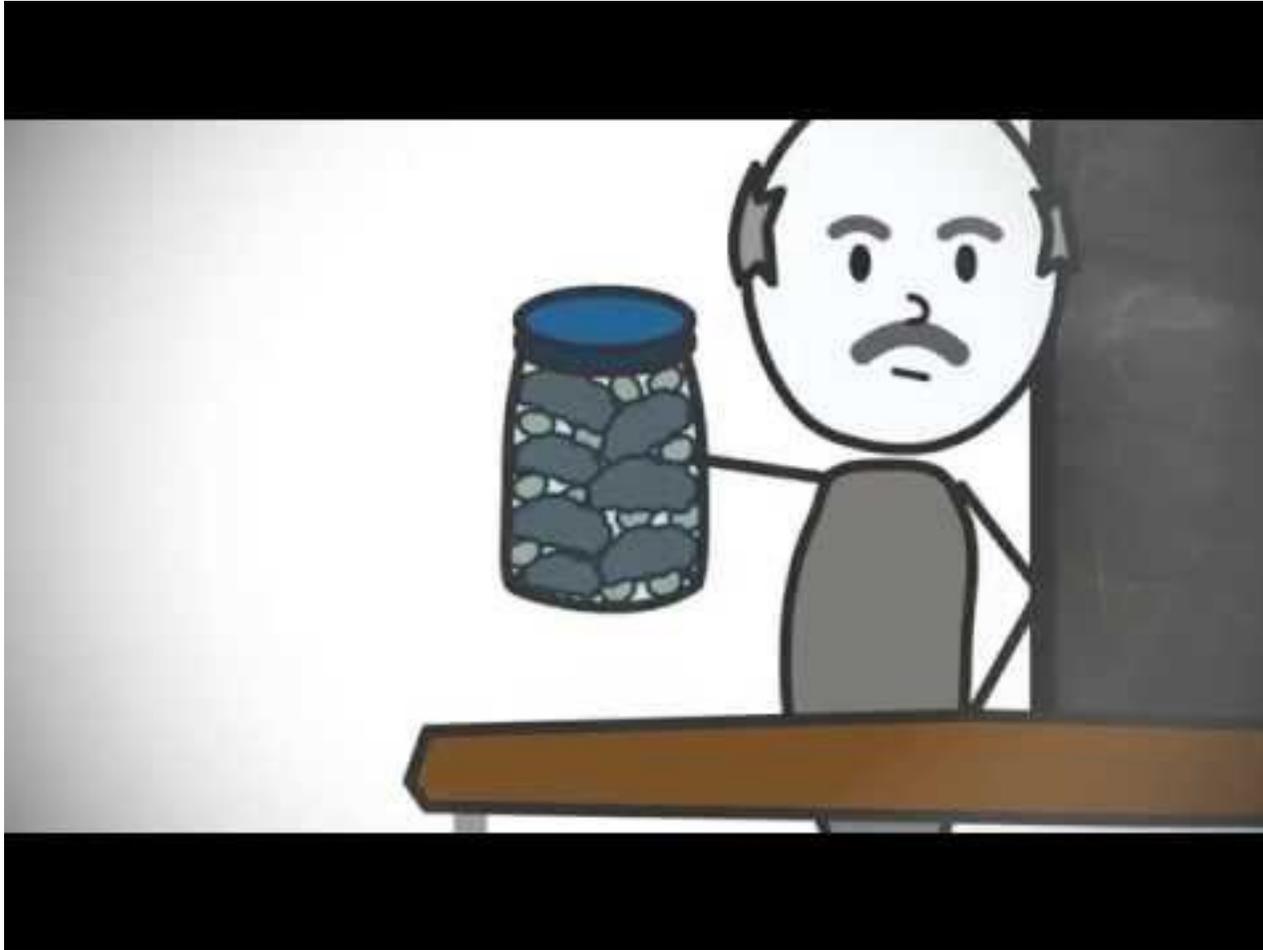
© 2000 Randy Glasbergen.  
www.glasbergen.com



GLASBERGEN

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

# Time Management Video



# 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

- ▶ 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

# Eisenhower Matrix



# 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

**S**pecific - Has to be clear, no room for doubt

**M**easurable - Are you improving or not?

**A**chievable/Assignable - Must be realistic

**R**elevant - Needs to be of true value to you

**T**ime-bound - You must set a target date

# Rule # 3 Focus

- ▶ Get rid of distractions - email, social media, people
- ▶ Organize your workspace
- ▶ 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

# 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!**

# 4 D's of Decision Making

- ▶ Delete It
- ▶ Do It (if less than two minutes)
- ▶ Delegate It
- ▶ Defer It

# Delegating

- ▶ Begin delegating in small amounts
- ▶ Provide the tools needed, set realistic deadlines
- ▶ Check-in, don't hover
- ▶ Resist temptation to take over
- ▶ Be available
- ▶ Give praise

# Take Care of Yourself

- ▶ Get 7-8 hours of sleep every night ([sleepfoundation.org](http://sleepfoundation.org))
- ▶ Drink water every day ([cdc.gov](http://cdc.gov))
- ▶ MOVE YOUR BODY at least 30 minutes/day, at least 5 days/week ([cdc.gov](http://cdc.gov))
- ▶ Stop eating junk food (sugary & salty foods), grazing, multi-tasking
- ▶ Find time for yourself

# 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

# Recommended Reading

- ▶ *Getting Things Done* by David Allen
- ▶ *The Slight Edge* by Jeff Olson
- ▶ *The Power of Habit* by Charles Duhigg
- ▶ *Essentialism* by Greg McKeown
- ▶ *Why We Sleep* by Matthew Walker
- ▶ *The 7 Habits of Highly Effective People* by Stephen R. Covey

# Take Control of Your Days!

**”EITHER RUN  
THE DAY  
OR  
OR THE DAY  
RUNS YOU”**

**-JIM ROHN**



**criteriaforsuccess** [ making sales success a habit. ]

# COVID-19 Resources

<https://offer.mcclintockcpa.com/covid-19>

## COVID-19 Resources

Stay informed with the latest Title IV and Tax updates.

### TRUSTED ADVISORS IN AN UNPREDICTABLE WORLD

After the COVID-19 pandemic affected students' education and institutions' operations alike, the past months have seen a flurry of new laws, programs and announcements by governments and regulatory bodies. These developments have a major impact on Title IV aid, financial statements and far more. Check out these resources for a primer on the most important programs and processes for institutions.

# Contact Information

Cathy Demchak, M. Ed, CFAA, Supervisor  
McClintock & Associates  
412-257-5980  
cdemchak@mcclintockcpa.com

Gregory Rinderle, Director  
McClintock & Associates  
412-257-5980  
grinderle@mcclintockcpa.com

