



Time Management

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HOW TO RECOGNIZE TIME WASTERS

- Balancing your time and time wasters
- Getting things done in a busy office where everyone is stretched?
- Organizing yourself and the team?
- Getting people on board to change
- Writing lists/using lists



Today's Agenda

HOW TO DEVELOP TIME MANAGEMENT SKILLS:

- Your time planning calendar: managing multiple priorities
- Pushing technology to work for you not against you
- Where to start—staying on target
- Dealing with shifting priorities



The Evolution of Time Management

- *Doing Things*
- *Doing Things Right*
- *Doing the Right Things*
- *Doing the Right Things for Your Schedule*



Time Management

- Plan, plan, plan.
- Make choices about how you spend your time.
- Don't let habit dictate your time.
- Do something twice, form a habit.
- Don't do something twice, break a habit.
- Positive mental attitude helps to get results.



Time Management

- Meetings: set them up, then get in and out.
- Delegate whenever possible.
- Doing everything yourself is not time management.
- Think in larger time frames, plan ahead.
- If you fail to plan, you plan to fail.
- 80% of the time expended yields 20% of the results.
- 20% of the time expended yields 80% of the results.



Managing Others Time

- What needs to happen?
- What is to be done?
- How it is to be done?
- When it is be done?
- What reporting needed?



Dealing with Change

- Fact of life
- Changing time priorities
- Managing time transitions
- Getting people to change
- Making the change “stick”