Time Management 101: Improving Your Efficiency and Effectiveness

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Webinar

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Fred is involved in a wide variety of general and special education, labor relations, and employment issues including IEP development, due process hearings, contract negotiations and administration, unfair labor practice charges, union representation, elections, and employment discrimination matters in both the public and private sectors.

Mr. Dorsey specializes in municipal labor relations, representing cities and towns in contract negotiations, prohibited practice hearings and discrimination litigation, and education law, representing boards of education in special education, student expulsion, transportation and residency hearings, in addition to conventional labor relations and employment litigation matters. Mr. Dorsey has been recognized by New York Magazine as one of their “New York Area Best Lawyers” in the area of special education law; selected by his peers to be listed in The Best Lawyers in America 2014-16 in the practice area of education law and was also named the Hartford Education “Lawyer of the Year” by the Best Lawyers 2014.
Time Management: Why do we need it?

• **Everyone has the same 24 hours** allotted each day, but some produce far more than others. Why?

• **No matter what we do, the minutes, hours and days will march forward**; learning strategies to make time your ally, not your nemesis, can make you one of the producers!

• People often identify lack of time as one of the top stressors in their lives; learning techniques to make time a valuable resource **increases not only your productivity, but also your mental and physical health**.
Time Management: Why do we need it?

On the job deadlines and demands can:

- Require working extended hours, and/or
- Leave you working from one crisis to another

Time management can help you be ahead of items requiring your attention each day.

We CAN shift our relationship to time: **instead of a source of stress, time becomes a valuable resource** we have to use for our benefit.
Common Time Management Mistakes (and How to Overcome Them)

• **Not Setting Personal Goals**
  – Goal setting helps you focus on your outcome and to track your progress.

• **Failing to Keep a To-Do List**
  – Transferring items into a visual form permits you to prioritize and promotes efficiency.

• **Not Prioritizing**
  – Prioritizing tasks helps make the best use of your time.

• **Failing to Manage Distractions**
  – Awareness of your distractions is key to managing them.
Common Time Management Mistakes (and How to Overcome Them)

• **Procrastination**
  – Can be self-sabotaging. Drivers are: lack of direction/goal; lack of focus; fear of failure; or distaste for the project.

• **Taking on Too Much**
  – Creates a poor use of time and can result in a reputation as a person who produces rushed or sloppy work.

• **Thriving on “Busy” – Perpetual “Busyness”**
  – Can be counterproductive; learn techniques that will permit you to slow down & become more effective.
Common Time Management Mistakes (and How to Overcome Them)

• **Multitasking**
  – Thou shall not multitask. You accomplish less and feel more stress when you try.

• **Not Taking Breaks**
  – Take short breaks to rest and recharge your brain, allowing you to focus and produce high-quality work.

• **Ineffectively Scheduling Tasks**
  – Identify times of the day your energy level is higher and schedule high priority tasks accordingly; lower energy times can be used for tasks that require less focus.
Principles of Time Management

• **Know Your Values**
  – Think broadly of the things most important to you and be sure you have time for them.

• **Do Less and Slow Down**
  – Evaluate the effective and ineffective uses of your time toward the accomplishment of your goals.

• **Remember People**
  – Allow time to foster relationships with the people that make up your workplace team and management.
Principles of Time Management

• **Focus on Outcomes**
  – Visualizing a desired outcome is a great way to motivate you toward reaching the set goal. *Don’t worry about your problems, dwell on your solutions!*

• **Handle Tasks Now**
  – If a task on your list can be completed without investing great time or effort, get it done and check it off.
  – Handle papers/projects only one time whenever possible
Time Prioritization Strategies

• **Start With a Daily Plan**
  – Create a list and set priorities at the beginning of each day.

• **Identify Verbs that need Attention**
  – Organize your tasks by action-oriented verbs; break large projects into actionable tasks.
  – Think *call, draft, review, prepare and schedule* not *plan, discuss, create or implement*

• **Utilize “A”, “B” and “C” Tasks**
  – A strategy to keep you on track with items that must, should, or may be completed today.
Time Prioritization Strategies

• Use a 15-Minute Rule
  – Schedule your day into 15-minute blocks.

• Be Ruthless
  – Saying “no” can be difficult, but sometimes is necessary.

• Put it all on the Calendar
  – Put everything (work & personal items) on a single calendar.

• Go off the Grid
  – When needed, separate yourself from distractions (get away from your desk, close your door, etc.)

• HAVE TIME FOR YOURSELF!!
Time Prioritization Strategies

• Embrace Waiting Time
  – Devote “wait time” to items requiring thoughtful analysis.

• Know When You are Done
  – Purpose achieved? Stop working on the task.

• Take Breaks
  – Short breaks clear your mind and promote motivation.

• Let go of Perfection
  – Perfect time management will not eliminate mistakes; forgive yourself, learn from the error & move on.
Be the Master of Your Time Techniques to get There

• **Thoughts, Conversations, and Actions ("TCA’s")**
  – Record how your time is being used for a week to determine what percentage is productive;
  – Assign time/schedule an appointment for any activity or conversation important to your success at work;
  – Dedicate at least 50%+ of your time to TCA’s that produce the majority of your positive results;
  – Schedule “office hours” as time for interruptions;
  – Use the first 15 to 30 minutes of each day for planning;
  – Take-5 before & after every important call or meeting to focus on the desired result;
Be the Master of Your Time Techniques to get There

• Thoughts, Conversations, and Actions ("TCA’s")
  – Enforce “Do Not Disturb” when you need absolute focus on your work;
  – Do not be instantly available to every text, call or email; schedule a time to answer;
  – Turn off Facebook and other social media distractions not crucial to your work;
  – 20% of your TCA’s produce about 80% of your results. You can not get everything done, focus on the priorities.
Be the Master of Your Time
Techniques to get There

• Stephen Covey’s Four-Quadrant Approach
  – A grid useful to identify and prioritize your work:
    • Quadrant I: Urgent & Important activities
    • Quadrant II: Non-Urgent & Important activities
    • Quadrant III: Urgent & Non-Important activities
    • Quadrant IV: Non-Urgent & Non-Important activities
  – Productivity and efficiency increase when most of your time is spent in Quadrant II.
Be the Master of Your Time Techniques to get There

• S.M.A.R.T. Formula for Managers & Employees

  – **SMART** - an acronym depicting criteria to set achievable objectives to accomplish your goals.

    - **S** = specific
    - **M** = measurable
    - **A** = achievable
    - **R** = relevant
    - **T** = time-bound
Be the Master of Your Time
Techniques to get There

S.M.A.R.T. Formula for Managers & Employees

- **Specific** goals are more likely to be accomplished than general goals. Consider who, what, where, when, which & why.

- **Measurable** goals have target dates and other milestones to track progress. Consider how much, how many, what dates, *etc.*

- **Achievable** goals are realistically attainable. Consider the obstacles you will face and the tools and resources you will need to overcome them.
Be the Master of Your Time
Techniques to get There

S.M.A.R.T. Formula for Managers & Employees

• Relevant goals:
  ➢ relate to your key duties and the purpose of your organization
  ➢ are in alignment with your career path.

• Time-bound goals have defined start and end points and are grounded within an agreed time frame.
Benefits of Improved Time Management

• **Efficiency and Effectiveness**
  – Effectiveness relates to producing a decided, decisive or desired effect; efficiency relates to productivity without waste. Better time management improves both.

• **Less Stress and More Relaxation**
  – Fewer surprises and tight deadlines; Creates a pace with less rushing from task-to-task and place-to-place.

• **Opportunities to Achieve Career & Life Goals**
  – Makes time available for new things at work, such as offering time for a project of particular interest or participation in training/seminars to advance your career, as well as new pursuits in your private life.
Benefits of Improved Time Management

• Improved Professional Reputation
  – Your reputation precedes you!
  – Be known as a person who is reliable and does not waste time, but instead uses time efficiently to produce effective results. People appreciate and want to work with such a person and employers appreciate that you take your job seriously.
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