

Time Management Activities

- Read through the time wasters and savers. See how many of each you do, right now! Brainstorm ways to turn time wasters into time savers.



- The next time you meet with your group, club, or organization bring along the time wasters and savers. See how many of each of these your group is engaged in. Brainstorm together ways to turn time wasters into savers.



- Once you have brainstormed ways to make time wasters into time savers, post them somewhere you will be reminded of them!

About Time Managers:

Time Managers is a series of bulletins on managing time. These bulletins are for youth and adults who work with youth. The bulletins will include information on time management, time wasters and savers, the rules for managing time, priorities, and to do lists and action plans.

For more information contact:

[Educator name, county and contact information] or Jacklyn A. Bruce, Ph.D., Assistant Professor, Youth and Adult Leadership Development.

Resources

Butler & Hope. (1996). *Managing Your Mind*. Oxford University Press.

Clark, D. (1997). *Big dog leadership*.

Retrieved from

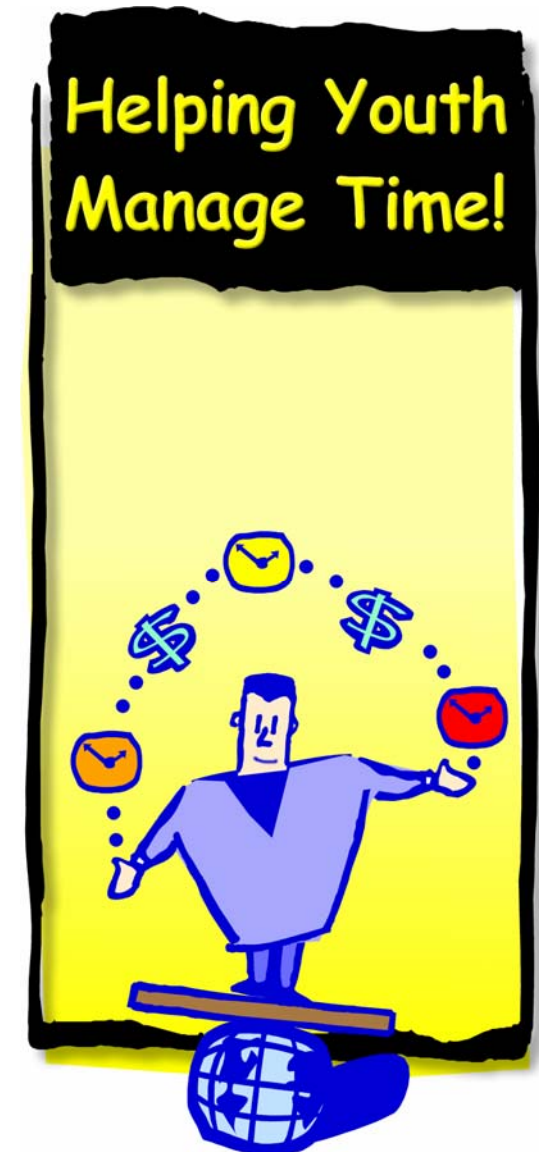
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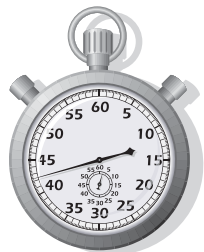


Welcome to Time Managers! This is first in a series of bulletins on managing time. These bulletins are for youth and adults working with youth. Each bulletin gives ideas and provides activities on how to help manage limited time.



Time is of the essence. Time is all we have. Time is running out. Time. Time. Time. For any leader, time is a limited and precious resource. There is no way to recover time that we have wasted. We can't speed it up, slow it down, or stop it. In any case, as leaders, we can only find a way to make the most of it.

One way we can start to effectively manage our time, is to start to identify things that waste our time as well as things that save our time.



⊗ Time Wasters ⊗

1. Indecision
2. Inefficiency
3. Unanticipated interruptions that do not pay off
4. Procrastination
5. Unrealistic time estimates
6. Unnecessary errors
7. Crisis Management
8. Poor Organization
9. Ineffective meetings
10. Micro-management
11. Doing urgent rather than important things
12. Poor planning and lack of contingency plans
13. Failure to delegate or delegating without authority
14. Lack of priorities, standards, policies or procedures

Time Savers

1. Manage the decision making process; not the decisions
2. Concentrate on doing only one task at a time
3. Establish daily, short term, mid-term and long term goals
4. Handle correspondence quickly with short letters or memos
5. Throw unneeded things away
6. Establish personal deadlines and ones for your organization
7. Do not waste other people's time
8. Ensure all meetings have a purpose, a time limit, and include only essential people
9. Get rid of busy work
10. Maintain accurate calendars and abide by them
11. Know when to stop a task, policy or procedure
12. Delegate everything possible and empower subordinates
13. Keep things simple
14. Ensure time is set aside for high priority tasks
15. Set aside time for reflection
16. Use checklists and to do lists
17. Adjust priorities as a result of new tasks



Time Management Activities

- Read through the nine rules. See how many rules you already follow and which rules might be a challenge. Brainstorm ways to implement the rules in your everyday life.



- The next time you meet with your group, club, or organization bring along the Nine Rules to Avoid Wasting Time. See how many of each of these your group is following. Brainstorm, together, ways to follow the rules as a group.



- Post the rules somewhere you will be able to see them throughout your day!

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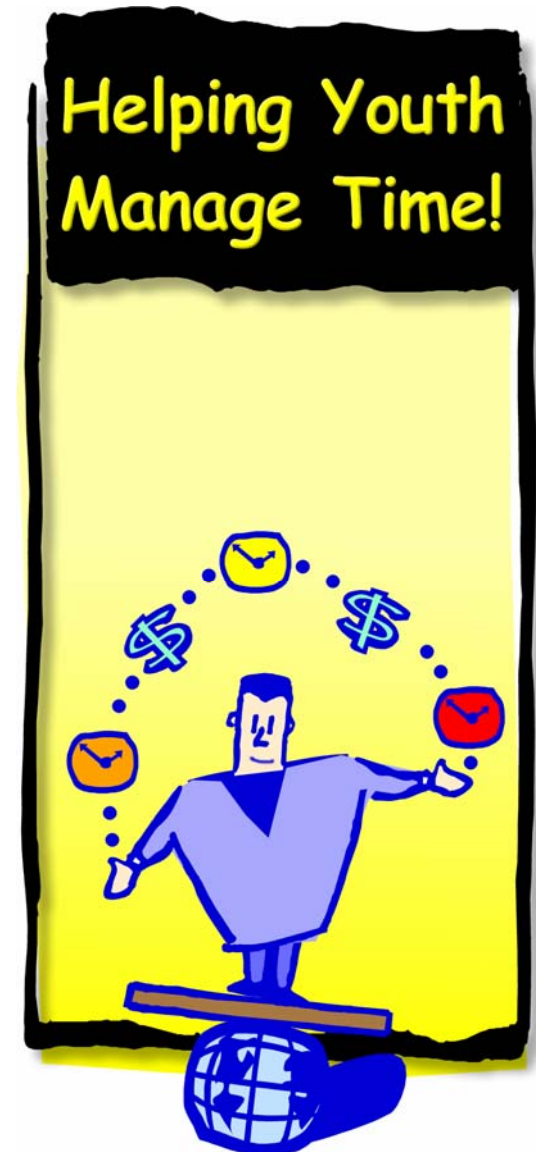
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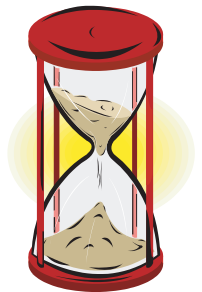


One way we can manage our time, is to identify things rules that help us to avoid wasting time.

Nine Rules to Avoid Wasting Time



1. **Get started-** Don't waste time getting started on a project. Get down to work quickly and efficiently.
2. **Get into a routine-** While it may suppress your creativity, if used appropriately, a routine may release time and energy. Plan a time every day to accomplish certain tasks (emails, paper work, etc) and stick to it. Use a day planner to help keep your schedule.
3. **Do not say yes to too many things-** Saying yes to too many things over-extends energies, forces us to live to others' priorities rather than focus on our own. With only so many hours in a day, each time you say yes will mean something else doesn't get done.
4. **Do not commit yourself to unimportant activities, no matter how far ahead they are-** No matter how far ahead a commitment is, it is still a commitment, and it will still take up the same amount of our time.
5. **Divide large tasks-** By having small, manageable goals and tasks, you can eventually complete the larger project. Also, smaller projects will be more easily fit into an already tight schedule.
6. **Do not put unneeded effort into a project-** There is a place for perfectionism, but there also comes a point when there is not much to be gained from putting in the extra effort. Learn to recognize each situation and put the attention to detail only in those situations that really need it.
7. **Deal with it for once and for all-** Deal with a task only once. Schedule the appropriate amount of time for it and get it done. Don't continually start and stop a task.
8. **Set start and stop times-** By setting start and stop times you improve your scheduling. As you continually get better at setting start and stop times, see if you can't shave off time from your deadlines, striving to work for more efficiency.
9. **Plan your activities-** Schedule a regular time to schedule your activities. This will help you focus on your time management and devote the necessary time for it.



What is exceptional performance?

Is good, good enough? Find out what it takes to be exceptional and design a plan to get you there!



What are my priorities and deadlines?

Knowing these can help you as you prioritize minimal time.

What resources are available?

If you know what your resources are, you will know what tools you have at your disposal and you will maximize your efforts by utilizing those tools.

What costs are acceptable?

Knowing your boundaries will help you plan your strategies of attaining your goals.



How does what I do relate to other people?

What is the broader picture in which you have to work? What is the political climate? What is the social climate? Who are change agents? Power actors? Opinion leaders?

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Helping Youth Manage Time!



Welcome to Time Managers! This is the third in a series of bulletins on managing time. These bulletins are for youth and adults working with youth. Each bulletin gives ideas and provides activities on how to help manage limited time.



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One way we can manage our time, is to identify our priorities and focus our time.

Prioritizing your time is a three step process. First, you must decide what you enjoy; second, you must concentrate on your strengths; and third, you must understand how to be excellent at your job.



What do you enjoy?

An integral part of an individual's quality of life is whether or not they enjoy what they do for a living. Knowing what you like to do and what you don't like to do, will enable you to move your job in the direction of doing things you like. Research says that the more you like what you do, the more likely you are to do that job effectively.



What are your strengths?

As you move your job into an area that you enjoy, it is important to also identify things are you are good at, as well as areas where you are more challenged. As you move forward in your field, it makes sense to move into areas where your strengths are showcased and your weaknesses might not matter.

Know how to be excellent at what you do!

In order to concentrate on the right things as you do your work, it is important that you and your leaders or mentors are on the same page. To get, and remain on that page, you can ask the following questions according to Mind Tools:

http://www.mindtools.com/pages/article/newHTE_o2.htm

What is the purpose of my job?

This should start with a "To" statement, for example: To ensure a quality leadership conference is planned for the Commonwealth of Pennsylvania..."



What are the measures of success?

How do your supervisors define success broadly, and specifically to you? Find out what your key targets are and how you will be evaluated in your progress to reach them.

