

Time Management

Lack of direction, not lack of time, is the problem. We all have twenty-four-hour days.

- Zig Ziglar

Relieve Stress
Balance Rearrange
 Streamline
 Simplify Delegate

Time Management Behaviors:

- ✓ Set Goals
- ✓ Plan
- ✓ Organize & Prioritize
- ✓ Use Tools

		URGENCY	
		High	Low
IMPORTANCE	1	Urgent and important Do it now	2 Important not urgent Decide when to do it
	3	Urgent not important Delegate it	4 Not important not urgent Dump it
			Low

Time Wasters:

- ✓ Procrastination
- ✓ Distractions
- ✓ Half Work

Time management is the process of planning and exercising conscious control over the amount of time spent on specific activities, especially to increase effectiveness, efficiency or productivity.

I am definitely going to take a course on time management... just as soon as I can work it into my schedule.

- Louis E. Boone



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<p style="text-align: center;">Quadrant I: Urgent and Important</p> <p>To Do:</p> <ul style="list-style-type: none"> • • • • • • • 	<p style="text-align: center;">Quadrant II: Important and Not Urgent</p> <p>To Do:</p> <ul style="list-style-type: none"> • • • • • • •
<p style="text-align: center;">Quadrant III: Urgent and Not Important</p> <p>To Do:</p> <ul style="list-style-type: none"> • • • • • • • 	<p style="text-align: center;">Quadrant IV: Not Urgent and Not Important</p> <p>To Do:</p> <ul style="list-style-type: none"> • • • • • • •

Additional Resources:

Allen, David, 1945 December 28-. (2001). Getting things done: the art of stress-free productivity. New York :Viking,

Covey, Stephen R. The 7 Habits of Highly Effective People: Restoring the Character Ethic. New York: Free Press, 2004. Print.

Morgenstern, Julie. 2004. Time Management from the Inside Out: The Foolproof System for Taking Control of Your Schedule--and Your Life (2nd ed.). Henry Holt/Owl Books. New York.

www.mindtools.com

www.lynda.com

Photo: www.unsplash.com