Managing Your Time and Energy

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Overview
1. Defining the key premise of time management.
2. Understanding your time vampires.
3. Aligning time to key priorities.
4. Reviewing the urgent/important matrix
5. Using your time, energy and focus
6. Reviewing tips and techniques to manage your time, energy and focus.
Objectives

1. Understanding the key premise of time management.
2. Clarifying priorities.
3. Reflecting on strategies to improve personal effectiveness and efficiency.
4. Discuss tips and techniques to manage your time, energy and focus.

If you had more time...

It's... your TIME, your ENERGY and your ATTENTION that dictates your productivity.

Therefore, you need to consider all three factors into your time & energy management process...and in creating a process that works for you!
Time is a very democratic resource. We all get 24 hours a day, 7 days a week.
It’s how you use it that makes the difference!

What are your time wasters?

• Too much to do?
• Interruptions?
• Competing agendas?
• Inefficient processes?
• Disorganized?

Taking control of your time

• Better organizational skills?
  – In your workspace
  – With your work habits
• Changing your boundaries?
  – Saying “no” to low value tasks
  – Saying “no” to interruptions
• Valuing your priorities?
  – Are your core priorities reflected in your task list
  – Are you doing what matters most
• Addressing procrastination?
  – Under motivated
  – Overwhelmed
**Aligning time to key priorities**

- **HEALTH**
  - More Energy
  - Healthy BMI

**Goals**
- 7-8 hours sleep
- 30 min. relaxation
- 7-8 servings vegetables & fruit
- Exercise 30 min. 4 x week

**Tasks**

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**Activity:** When I align my daily tasks to my key priorities, what changes do I need to make?

- What do I do less of and what do I do more of?

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**The Urgent/Important Matrix (I)**

Managing time effectively, and achieving the things that you want to achieve, means spending your time on things that are important and not just urgent.

- **IMPORTANT:** These are activities that lead to the achieving your goals and have the greatest impact on your life.

- **URGENT:** These activities demand immediate attention, but are often associated with someone else’s goals rather than our own.
The Urgent/Important Matrix (II)

- **Urgent and important**
  - Crisis
  - Problems
  - Deadlines

- **Important but not urgent**
  - Opportunities
  - Progress
  - High value
  - Long term

- **Urgent but not important**
  - Maintenance

- **Not urgent and not important**
  - Trivia

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Strategies for budgeting time

- Set SMART goals – and work backwards to identify how you will achieve them
- Hold yourself accountable to your plans
- Focus on what’s productive, significant, valuable and important
- Manage “information avalanches” and “meetingitis”
- Take short and frequent breaks
- Reward yourself for accomplishing your goals

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Plan your time

- Do one thing at a time: the most important thing
- Allow extra time in your schedule
- Use lists and write things down
- Block time for key tasks
- Know your peak time and use it
  - Schedule your highest priority tasks during this time
  - Make the most of your “off” times by scheduling breaks, less complex tasks, exercise, etc.
Using your time, energy & attention

- Using time
- Gaining energy
- Gaining time
- Losing energy
- Gaining attention
- Losing attention

Self reflection

- Where am I successfully managing my time?
- Where do I struggle?
- What changes am I willing to make to increase my use of time, my energy and my attention?
- What resources do I have available to help me with this?
- When and how will I do this?

Summary

It's your TIME, your ENERGY and your ATTENTION that dictates your productivity.

Therefore, you need to consider all three factors into your time & energy management process …and in creating a process that works for you!
Dost thou love life, then do not squander time, for that's the stuff life is made of.
~Benjamin Franklin

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