Global Workplace Skills Library

Time Management

Time Management

Copyright Notice

Copyright © 2022 by Global Courseware, Inc.

All rights reserved. No part of this publication may be reproduced, distributed, or transmitted in any form or by any means, including photocopying, recording, or other electronic or mechanical methods, without the prior written permission of the publisher, except in the case of brief quotations embodied in critical reviews and certain other non-commercial uses permitted by copyright law. Permission requests should be submitted to the publisher in writing at one of the addresses below:

73 Greentree Drive
Suite 68
Dover, Delaware
19904
United States of America

125 Provost Street
New Glasgow, Nova Scotia
B2H 2P4
Canada

Contents

Chapter One: Discovering Your Productivity Rhythm 8

Chapter Two: Managing Time With Goals 14

Chapter Three: Prioritizing Your Time 22

Chapter Four: Tackling Procrastination 30

Chapter Five: Organizing Your Workplace 37

Chapter Six: Delegating Made Easy.....44

Chapter Seven: Setting a Ritual 51

Chapter Eight: Meeting Management 58

Chapter Nine: Dealing with Time Barriers 65

Chapter Ten: The Benefits of Good Time Management 71

Closing Thoughts.....76

Never leave till tomorrow that which you can do today.

Benjamin Franklin

Preface

The practice of time management requires focus and conscious planning to help win back control of your busy day, and conquer financial goals. Challenges are often presented in the workplace, which can affect our ability to make optimal use of our time. However, with the help of prioritization, goal-setting, and appropriate organization of the mind and space around us, we are able to overcome time management barriers. This book will provide you with appropriate strategies to increase both personal and professional productivity, as well as learn to work *smarter.* Exceptional time management skills have a powerful effect on shaping an organized, successful business.

Cherish your dreams, as they are the children of your soul, the blueprints of your ultimate achievements.

Napoleon Hill

Chapter One: Discovering Your Productivity Rhythm

Discovering your personal productivity rhythm has a powerful effect on how you can maximize your daily workload, and improve your overall time management. Your productivity rhythm will measure how, when and where you are most productive; you can use these cycles to your advantage for making the most of your time.

Determining your peaks in levels of energy and focus will allow you to make better choices throughout your busy work day, as well as keep you on track. In order to effectively find your productivity rhythm, it is first important to take the time to invest in yourself and your current habits.

Know Your Energy

Energy levels fluctuate throughout the span of a work day. It is highly beneficial to prioritize your tasks based on these energy levels. These patterns are connected to the ability to use brain power, and think clearly. The terms “morning people” and “night owls” are often used to describe one’s most productive hours. Patterns of energy levels will differ for each individual based on various factors, including diet, sleep, or emotional stress. Once you determine your peak performance times, you can better schedule your daily tasks.

It is important to match the work that is of highest priority to your peak performance times, including those tasks that require critical thinking or problem solving. Likewise, you can assign your lesser complex tasks for the hours that you know you will be less engaged or focused. Knowing your energy will allow you to set the stage for how you perform your daily tasks, and seek better results.

Work-Life Balance

The most productive individuals are those who are well-balanced. Work-life balance includes prioritizing the demands in one's personal life at home, as well as the demands in the workplace. This does not mean an equal balance of time between work and home, but rather prioritizing what is important during that time. Work time should be dedicated to tasks that are essential for your career, whereas home time should be dedicated to family time, or personal time.

Be respectful of your time. Poor work-life balance will often lead to working longer hours, increased responsibilities, and a greater chance of experiencing burnout.

Taking Regular Breaks

Practicing good time management does not mean that you are endlessly working around the clock to meet a deadline. Those who are most efficient with their time will understand the importance of incorporating breaks into their schedules. Taking breaks will help you to increase your level of concentration, as well as avoid burnout. In fact, breaks will allow you to get more done throughout the day and remain in your productivity rhythm.

The most effective breaks are those that happen away from your workspace, such as taking a walk, meditating, or sitting in fresh air. Find something that works for you to ensure you get time to relax. The key is to detach from your desk and reset your mental energy. Skipping lunch breaks to complete extra work will only decrease your performance levels, and increase your chances of making mistakes.

Taking the time to care for your mind and body will have positive effects on workplace achievements.

The Multitasking Myth

A common misconception of effective time management is the skill of multitasking. Multitasking is the act of carrying out two or more tasks simultaneously. Despite how this may seem like a sufficient way to conquer that to-do list, it is actually harmful to your productivity rhythm and leads to a significant loss of valued time.

Multitasking and good time management oppose one another. Performing multiple activities at once will cause you to stress more, perform poorly and increase your chances of burnout. Our brains are not designed to handle multiple assignments at once, such as answering emails while conversing in an important business call. It is of major advantage to devote all of your energy into one task at a time. When you dedicate your time and focus on one task at a time, you will generate a better outcome for that task. Organize your time so that each task will receive your full energy, rather than sharing this energy on various projects.

Time Batching

Time batching is a great productivity system to improve focus and build structure into your daily tasks. Different from multitasking, this approach involves grouping similar tasks together, and organizing dedicated time periods to complete these tasks without interruptions. Time batching will provide concentration without breaking your workflow, and will eliminate multitasking.

The practice of time batching is advantageous for everyone- whether you have difficulty focusing on a task, have many disturbances in your workplace, become easily distracted, or are just simply looking to have a productive day.

Time batching is a simple process to implement. To begin, start by establishing your to-do list. With this list, determine which tasks are related to one another and 'batch' them together on your schedule. Think about which tasks would be realistic to do right after another. It is important to remember that the time frames for these tasks should be realistic, and if necessary, longer projects can be divided into separate batching groups, to allow for renewal breaks or fresh air.

Practical Illustration

Molly was always working endlessly around the clock to meet deadlines. She would spend her lunch hours at her desk, using one hand to type on her computer and one hand to eat her food. In Molly's mind, she was optimizing her time by multitasking.

Molly's co-worker, Jill, had asked her to join for a walk at lunch. Molly declined the offer, as she was too overwhelmed with piles of work, and could not even think about going outside. She wondered how Jill always felt so energetic and had time to take breaks. Jill could see the stress on Molly's face and informed her that fresh air would be good for her. Jill explained that breaks away from her desk will help her reset her mental energy, and get back on track with her productivity rhythm.

Molly agreed to join Jill for some fresh air. When she arrived back at her desk after lunch, she could feel a big difference in her energy levels, and was ready to conquer the afternoon. Jill and Molly made a plan to continue this lunchtime routine.

The bad news is that time flies.
The good news is that you are the pilot.

Michael Altshuler

Chapter Two: Managing Time With Goals

Goal setting is critical to effective time management strategies. Essentially, goal setting is a fundamental key to success. By envisioning a prosperous future with specific goals in mind, you will be able to increase the efficiency of your time used to get there. Having goals will keep you accountable for your work and help you to focus on what is truly important. Despite being such an important life skill, there are many people who never learn how to properly set goals. The skill of goal setting can be used in every single area of your life, including financial, physical, personal development, relationships, or even spiritual. If you want to take back control of your time and better manage your days, start by focusing on what it is you are striving to achieve. The future is a direct result of what you do *right now*!

SMART Goals

When it comes to setting attainable goals, it is best to set SMART goals. SMART is a convenient acronym for the set of criteria that a goal must have in order for it to be accomplished by the goal achiever. This strategy will help to focus your attention on what is important, and set a clear finish line. A positive attitude is also beneficial when planning your goals!

- **Specific**: In order for you to achieve a goal, you must be very clear about what exactly you want. This is the portion that defines your goal in clear and concise terms, including identifying what it is that is being accomplished, why it needs to be accomplished, and how you will accomplish it. It is critical that you are able to understand your objective throughout any stage of the process. Often creating a list of

benefits that the accomplishment of your goal will bring to your life, will give your mind a compelling reason to pursue that goal.

- **Measurable**: It is crucial for goal achievement that you are able to track your progress towards your goal. That is why all goals need some form of objective measuring system so that you can stay on track and become motivated when you experience advancement in the process. If it is a long project at hand, then milestones are valuable to have.

- **Achievable**: Setting big goals is great, but setting unrealistic goals will just de-motivate you. A good goal is one that is challenging, but is not so unrealistic that you have virtually no chance of accomplishing it. Goals should be set with the availability of knowledge, time and resources in mind.

- **Relevant**: It is important to set goals that are relevant to the broader business. Prior to setting goals, it is beneficial to sit down and define your core values. Goals should be planned with the intention of advancement and aligned with the direction that you wish your career and life to follow.

- **Timed**: Without setting deadlines for your goals, you have no real compelling reason or motivation to start working on them. By setting a deadline, your subconscious mind begins to work on that goal, night and day, to bring you closer to achievement.

Visualizing Your Goals

Visualizing your goal will help you create the desire to materialize it into your life. It allows you to envision the possibility of achieving these goals and boost your sense of fulfillment. Visualization is a highly effective motivating technique that will reinforce your drive to complete tasks, and avoid delay.

To visualize your goal, start by forming an image in your head of a prosperous outcome of your impending task. Include your senses throughout the visualization process to better imagine the accomplishment. What emotions do you feel after visualizing this outcome? Create a list of the benefits you will see when you achieve your goal and concentrate on how that will make you feel.

Another great visualization tool is a vision board. Simply find a magazine, cut out pictures that resonate with the goal that you want to achieve, glue them onto a piece of poster board, and place that board somewhere that you can view it several times a day. This will serve as a strong motivator to maintain focus on what you are aiming to achieve.

The 4 P's

Goals are designed to help you reach a future of success by providing focus, and direction. It is fundamental to include goals while planning projects and advancing your work performance. However, not every goal will be an effective goal. When establishing your goals, it is important that they convey the power of the four P's, being *personal, positive, possible and prioritized.*

- ***Personal:*** Goals must be personal in order to be most effective. They must reflect your own dreams and values, not those of friends, family, or the media. When crafting your goal statement, always use the word “I” in the sentence to brand it as your own. This will place the responsibility solely on you, ensuring that your goals are not dependent on others. When your goals are personal, you'll be more motivated to succeed and take greater pride in your accomplishments.

- ***Positive:*** When declaring your goals, it is critical to focus on the way you word your goals. Using positive statements will allow you to focus on what you truly want to achieve and ultimately improve your chances for reaching success. For example, rather than saying “I will no longer work at this job that is boring”, try phrasing the statement in a positive way such as “I will work at a job where I can present my full potential each day”. Focusing on the positive will help you to improve your outlook.

- ***Possible:*** Be sure to consider what's possible and within your control. When you set goals that are impossible to reach, you are simply inciting disappointment and failure. It is important to be honest with yourself when assessing your talents and abilities. There are certain goals that will require continued education, or special skills that you may not be qualified for. Focus on those that are possible to achieve.

- ***Prioritized:*** Achieving challenging goals requires a lot of mental energy. Instead of exhausting yourself by focusing on several goals at once, invest your mental focus on one goal- the *most important goal* right now. When you are

prioritizing, choose a goal that will have the greatest impact on your life compared to how long it will take to achieve. A large part of goal setting is not just identifying what you want, but also identifying what you must give up in your life in order to get it.

Creating Your Productivity Journal

A productivity journal is a valuable tool to assist you in conquering your goals. This journal will include the tasks and associated steps that you need to take throughout the day to ensure that your goal is completed.

To prepare a productivity journal, start by labelling a spiral notebook as your Personal Productivity Journal or your Professional Productivity Journal. (We recommend keeping a separate journal for work and for your personal life, so you can focus on them at separate times, thus maintaining your optimal work/life balance.) Label each page with the day and the date and what needs to be done that particular day. Next, prioritize each task in order of importance. Highlight the top three items and focus on those first. Cross off items as you complete them. Items that are not completed should carry over to the next page.

Maximizing the Power of Your Productivity Journal

When you write down your tasks or goals the night before, your subconscious mind focuses on that plan while you sleep. By planning the night before, you will also start fresh and focused on the most important tasks for the day. Of course, you will want to review your list in the morning, but you will have a head start on your day.

Always have your productivity journal with you during the day to avoid becoming sidetracked. Crossing off completed tasks will give your subconscious mind a tremendous amount of satisfaction. This will also help to maintain your motivation to complete the remaining items on your action list.

If you find yourself moving uncompleted tasks over into the following day, and the day after that, then you need to ask yourself why that task is on your list in the first place and what value it has in your life. If you postpone a task three times, it does not belong on your action list.

Practical Illustration

Margaret and Rachel were reviewing their mid-year profit portfolio in June and realized they were not making enough money.

Rachel then had the brilliant idea of using the SMART way to come up with an achievable goal.

Margaret and Rachel sat down and thought of a specific goal they wanted to reach. After lots of deliberation, they decided they wanted to increase their revenue by 10 percent.

In order to keep their goal measurable, they were going to measure their progress monthly. This would make sure that their goal was attainable by the end of the year. It would keep their goal relevant as well. The two decided to make the deadline for their goal in December to keep it timed.

After using the SMART way to create a goal, Margaret and Rachel were a lot more confident in the capability of their business to stay productive and make money.

What is important is seldom urgent and what is urgent is seldom important.

Dwight D. Eisenhower

Chapter Three: Prioritizing Your Time

Time management is about more than just managing our time; it is about managing ourselves, in relation to time. In order to manage ourselves in relation to time, it is necessary to *prioritize*. Prioritization will enable you to give full attention and focus on the tasks that are of highest importance, rather than those that will cause us to waste time. It may often be overwhelming to decide upon activities that deserve our attention; however, there are various methods to find the best way to make maximum use of time.

The 80/20 Rule

The 80/20 rule, also known as Pareto's Principle, states that 80% of your results come from only 20% of your actions. For most people, it really comes down to analyzing what you are spending your time on. The key to highly efficient individuals is placing focus on the efforts that will produce the greatest results. Across the board, you will find that the 80/20 principle may be applied to almost every situation. Essentially, this principle will alter the way you set your goals, as well as prioritize your tasks to help you manage your time.

The Urgent/Important Matrix

Great time management involves being effective as well as efficient. 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. To do this, you need to distinguish clearly between what is urgent and what is important:

- **Important**: These activities lead to 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, also known as the Eisenhower Principle, is a powerful way of organizing tasks based on priorities. It is a simple and versatile system that allows you to overcome the natural tendency to focus on urgent activities, so that you can have time to focus on what's truly important.

The Urgent/Important Matrix:

- **Urgent and Important**: Activities in this area relate to dealing with critical issues as they arise and meeting significant commitments. *Perform these duties now.*

- **Important, But Not Urgent:** These success-oriented tasks are critical to achieving goals. *Plan to do these tasks next.*

- **Urgent, But Not Important:** These chores do not move you forward toward your own goals. Manage by delaying them, cutting them short and rejecting requests from others. *Postpone these chores.*

- **Not Urgent and Not Important:** These trivial interruptions are just a distraction, and should be avoided if possible. However, be careful not to mislabel things like time with family and recreational activities as not important. *Avoid these distractions altogether*.

Being Assertive

The ability to say *no* is a powerful time management tool. At times, requests from others may be important and need immediate attention. Often, however, these requests conflict with our values and take time away from working toward your goals. Even if it is something we would like to do but simply do not have the time for, it can be very difficult to say no. One approach in dealing with these types of interruptions is to use a Positive No, which comes in several forms.

- Say no, followed by an honest explanation, such as, “I am uncomfortable doing that because…”

- Say no and then briefly clarify your reasoning without making excuses. This helps the listener to better understand your position. Example: “I can’t right now because I have another project that is due by 5 pm today.”

- Say no, and then give an alternative. Example: “I don’t have time today, but I could schedule it in for tomorrow morning.”

- Empathetically repeat the request in your own words, and then say no. Example: “I understand that you need to have this paperwork filed immediately, but I will not be able to file it for you.”

- Say yes, give your reasoning for not doing it, and provide an alternative solution. Example: “Yes, I would love to help you by filing this paperwork, but I do not have time until tomorrow morning.”

- Provide an assertive refusal and repeat it no matter what the person says. This approach may be most appropriate with aggressive or manipulative people and can be an effective strategy to control your emotions. Example: “I understand how you feel, but I will not [or cannot] …” Remember to stay focused and not become sidetracked into responding to other issues.

Chunk, Block and Tackle

Large projects can sometimes be so overwhelming it is difficult to plan to start them. This time management technique is ideal for taking on these jobs. Simply break down the project into manageable chunks,

block off time to work on the project, and then tackle it with a single-minded focus.

- **Chunk**: Break large projects into specific tasks that can be completed in less than 15 minutes.
- **Block:** Rather than scheduling the entire project all at once, block out set times to complete specific chunks as early in the day as possible. This should allow you to ignore most interruptions and focus on just this task.
- **Tackle**: Now tackle the specific task, focusing only on this task rather than the project as a whole. Once completed, you will feel a sense of accomplishment from making progress on the project.

Ready, Fire, Aim!

We've all heard the saying, "Ready, Aim, Fire!" Often in time management planning, it is better to think "Ready, Fire, Aim!" instead. This is because most people aim for the target, and then they keep aiming at the target, but they never seem to fire. They get so caught up with the planning that they fail to take action. This is just another form of procrastination, which we will discuss in a moment. Better to take a shot and see how close you were to the target.

- **Ready**! Do not over-plan each of your actions. By the time you fire, the target may have moved.
- **Fire**! Remember the 80/20 rule and just take action. Even if you don't hit the bull's eye, you'll probably still hit the target.

- **Aim!** Make new plans based on new information. Readjust your aim based on where you hit the target.

Practical Illustration

Elizabeth was feeling overwhelmed by the huge pile of paperwork scattered on her desk. Her co-worker, Annabelle, told her to sit down and to prioritize her work by making two piles of paperwork. The pile labeled IMPORTANT included items that directly impacted Elizabeth's work performance. The pile labeled URGENT included items that needed attention immediately, however, did not involve Elizabeth directly. From these piles, Annabelle told her to create four others, in order of importance.

URGENT AND IMPORTANT- items that not only needed immediate attention, but had to directly with Elizabeth.

IMPORTANT BUT NOT URGENT- impacted Elizabeth directly, but they did not need immediate attention.

URGENT BUT NOT IMPORTANT - paperwork most likely given to Elizabeth by others.

NOT URGENT AND NOT IMPORTANT- more of a distraction than anything else

Thanks to Annabelle's organization advice, Elizabeth knew she would be able to finish her work by the end of the day.

I am a great believer in luck, and I find the harder I work, the more I have of it.

Thomas Jefferson

Chapter Four: Tackling Procrastination

With only so much time in the day, it is crucial to use that time adequately. Unfortunately, procrastination is a common habit that interrupts the ability to make the most out of your time. Procrastination is productivity's worst enemy. To procrastinate means to delay a task, or even several tasks, that should be a priority. Procrastinators understand their responsibilities, yet actively choose to focus on less important tasks, more satisfying pastimes. The ability to overcome procrastination and tackle the important actions that have the biggest positive impact in your life is a hallmark of the most successful people out there.

Why We Procrastinate

Procrastination is a bad habit. It will slow down your ability to reach your goals and full potential. In order to break the habit of procrastination, it is necessary to understand *why* we procrastinate.

There are many reasons why we tend to procrastinate, including:

- No clear deadline
- Inadequate resources available (time, money, information, etc.)
- Don’t know where to begin
- Task feels overwhelming
- No passion for doing the work
- Fear of failure or success

Overcoming Procrastination

Your ability to select your most important task, as well as start on that task and get it done both quickly and well, will probably have the greatest impact on your success than any other quality or skill you can develop! If you nurture the habit of setting clear priorities and getting important tasks quickly finished, the majority of your time management issues will diminish.

Here are some ways to get moving on those tough tasks.

Delete it. What are the consequences of not doing the task at all? Consider the 80/20 rule; maybe it doesn't need to be done in the first place.

Delegate. If the task is important, ask yourself if it's really something that you are responsible for doing in the first place. Know your job description and ask if the task is part of your responsibilities. Can the task be given to someone else?

Do it now. Postponing an important task that needs to be done only creates feelings of anxiety and stress. Do it as early in the day as you can.

Ask for advice. Asking for help from a trusted mentor, supervisor, coach, or expert can give you some great insight on where to start and the steps for completing a project.

Chop it up. Break large projects into milestones, and then into actionable steps. Huge things don't look as big when you break it down as small as you can.

Obey the 15-minute rule. To reduce the temptation of procrastination, each actionable step on a project should take no more than 15 minutes to complete.

Have clear deadlines. Assign yourself a deadline for projects and milestones and write it down in your day planner or calendar. Make your deadlines known to other people who will hold you accountable.

Give yourself a reward. Celebrate the completion of project milestones and reward yourself for getting projects done on time. It will provide positive reinforcement and motivate you toward your goals.

Eat That Frog!

As famously quoted by Mark Twain, “Eat a live frog first thing in the morning and nothing worse will happen to you the rest of the day.” Your frog is the task that will have the greatest impact on achieving your goals, and the task that you are most likely to procrastinate starting.

Another version of this saying is, "If you have to eat two frogs, eat the ugliest one first! In other words, if you have two important tasks before you, start with the biggest, hardest, and most important task first. Discipline yourself to begin immediately and then to persist until the task is complete before you go on to something else. You must resist the temptation to start with the easier task. You must also continually remind yourself that one of the most important decisions you make each day is your choice of what you will do immediately and what you will do later, or postpone indefinitely.

The key to reaching high levels of performance and productivity is for you to develop the lifelong habit of tackling your major task first thing each morning. Don’t spend excessive time planning what you will do. You must develop the routine of "eating your frog" before

you do anything else and without taking too much time to think about it. Successful, effective people are those who launch directly into their major tasks and then discipline themselves to work steadily and single-mindedly until those tasks are complete.

S.T.I.N.G

Procrastination may be the result of feeling overwhelmed. To take the S.T.I.N.G. out of feeling overwhelmed about a task, follow these steps:

- **S**elect one task to do at a time.
- **T**ime yourself for no more than one hour.
- **I**gnore everything else during that time.
- **N**o breaks or interruptions should be permitted.
- **G**ive yourself a reward when the time is up.

Dealing with Workplace Distractions

To be most productive, you need to establish a positive working environment that is conducive to getting your work done. This means eliminating any external workplace distractions that promote procrastination.

Simply put, procrastination will feed off of distractions. Many distractions can occur in a work environment that can be damaging to our daily schedules. Although workplace distractions are

inevitable, there are ways to optimize your workspace that will reduce the effect of distractions.

The following are examples of common workplace distractions, as well as solutions to regain focus.

- **Office noise**: If possible, it is best to shut your door to keep out office noise. An alternative to this is to wear headphones with white noise or personal music.
- **Talkative coworkers & gossiping**: Avoid partaking in workplace gossip. Wearing headphones is a great signal that you are not up for a conversation. Try having a conversation with your coworkers about how these conversations affect your work.
- **Smartphones**: Put your phone on a 'do not disturb' mode, or place your phone elsewhere.
- **Social media**: Make it inaccessible by website blockers.
- **Email**: Designate certain times to respond to your email
- **Hunger**: Be sure to always have healthy snack options at hand.

Practical Illustration

Jacob had a big problem when it came to procrastination, while his friend Brian was always on top of his game. One day, Jacob found that his boss had left Brian and him an incredibly large amount of paperwork to do with only a week to do it all. Luckily for Jacob, Brian was there to get him on track.

Brian delegated half the work to Jacob, and half to himself. Then, he split it up into realistic goals that made the project seem less intimidating. After removing the distractions around him, Jacob found that not only did he reach his goals on time, but that he also had a lot less stress. After the project was over and all of the paperwork was done, Brian decided to treat them both to coffee, as a reward for a job well done.

The only thing even in this world is the number of hours in a day. The difference in winning or losing is what you do with those hours.

Woody Hayes

Chapter Five: Organizing Your Workplace

In order to effectively manage your time and to be productive each day, you must create an appropriate environment. Becoming organized is the initial step to staying organized. By eliminating clutter, setting up an effective filing system, gathering essential tools, and managing workflow, you will be well on your way to creating an effective workspace.

De-Clutter

Removing clutter is itself a time-consuming task, but a cluttered workspace significantly impairs your ability to find things, and you will get the time back that you invest! Decluttering will allow you to reclaim your space, as well as prioritize your items. Begin by determining which objects in your workspace hold value, and are worth keeping. Remember to never throw out important documents, such as tax receipts.

Decluttering involves placing documents into appropriate files, both physically and online. An effective way to tidy up your workspace and help you retrieve materials quickly is to implement a filing system that includes three basic kinds of files:

· **Working files**: Materials used frequently and needed close at hand.

· **Reference files**: Information needed only occasionally.

· **Archival files:** Materials seldom retrieved but that must be kept.

For ease of retrieval, organize files in the simplest way possible. For

example, you could label files with a one- or two-word tag and arrange the files alphabetically.

Once clutter has been eliminated and other materials have been filed, your workspace should include only what is essential, such as a computer, telephone and standard office supplies. Everything else, except for what you are working on at the moment, can and should be filed where it can be retrieved as needed

Managing Workflow

Workflow management is essential for optimizing and bringing order to a project. It ensures a structured set of activities, and control over the flow of the work in front of you. Workplace management highlights focusing on one task at a time. Many time management experts agree that the most effective people act on an item the first time it is touched.

Although difficult at first, the practice can become habitual, and is made easier with the four Ds:

· **DO**: If a task can be completed in two minutes or less, do it immediately.

· **DELETE**: If the material is trash or junk, delete it. Or, if it's something that you might use later on, file it, and move on.

· **DEFER**: If the task is one that can't be completed quickly and is not a high priority item, simply defer it.

· **DELEGATE**: If a task is not yours to do, then delegate it.

Organizing Office Supplies

The most efficient work spaces are those that have office supplies stocked and available at all times. Taking the time to neatly prepare your office supplies will save you the time and frustration from frantically searching for an item when it is needed.

Staying organized can be one of the biggest challenges for many individuals. The use of labels, or color-coded systems in the workplace is a great organizing tool that provides clarity for those using that space. Items such as shelves, baskets, bins and drawers can all be labeled. Labels and color-coding can increase your productivity by knowing where items are at all times, rather than wasting time in the clutter. As well, these systems will better your chances for *staying* organized.

Dealing with Email

Once you have decluttered your workspace, it's time to tackle another space that regularly becomes cluttered- your email inbox. A cluttered inbox can become overwhelming, as well as frustrating. Having a proper system in place will save you the time that is often wasted lost in email clutter. Not only will this maximize your email time, but it will optimize time for other obligations away from your email.

•Like other routine tasks (such as returning phone calls, handling paper mail, and checking voice mail), e-mail is best handled in batches at regularly scheduled times of the day.

•Ask your e-mail contacts to use specific subject lines, and make sure to use them yourself. This will help you to determine whether your incoming mail is business or personal, urgent or trivial

- Once you know the subject of the message, open and read urgent e-mails, and respond accordingly. Non-urgent e-mails, like jokes, can be read later. Delete advertising-related e-mail that you have no interest in, or which you consider spam.

- Use your e-mail system to its fullest potential. Create folders for different topics or projects, or by senders. Most e-mail systems also allow you to create folders and add keywords or categories to messages, which makes information retrieval much easier.

- Many e-mail programs allow you to create rules that automatically move messages to the appropriate folder. This can help you follow your e-mail plan.

- Finally, don't forget to delete e-mail from your trash can and junk folder on a regular basis.

Using Calendars

To manage all of the things that you have to do, it's important to organize your reminders into a small number of calendars and lists that can be reviewed regularly. A calendar (paper or electronic) is the obvious place to record meetings, appointments, and due dates. Calendars allow you to design your day, and dedicate your time to important assignments.

For people with multiple responsibilities, an annual calendar organized by areas of responsibility (e.g., budget, personnel,

schedule, planning, and miscellaneous) may be especially valuable. For each of these areas, one can list the major responsibilities month by month and thereby see at a glance what tasks must be completed in a given month of the year.

Important appointments should be recorded immediately. It is beneficial if your calendar includes additional information about a task or event, such as deadlines, locations, or brief notes. A calendar is one of the most important tools you can use to manage your time effectively, and stay organized.

Practical Illustration

Kevin was very disorganized. His desk was covered with various papers, office supplies, and even a half-eaten doughnut he hadn't finished for breakfast that morning. Kevin soon realized that his work was beginning to suffer, so Kevin decided to make a much-needed change. He asked his colleague Rob if he had any advice.

The first piece of advice was to de-clutter his workspace. Any trash was tossed away, and all files were put in the proper place. After that, they made sure it wouldn't happen again by organizing Kevin's work schedule. By tracking his projects and assignments, Kevin could better prepare for them, and wouldn't get overwhelmed again. Now that Kevin is organized, he can now work easily and effectively.

The best executive is the one who has sense enough to pick good men to do what he wants done, and self-restraint enough to keep from meddling with them while they do it.

Theodore Roosevelt

Chapter Six: Delegating Made Easy

If you work on your own, there's only so much you can get done, no matter how hard you work. Everyone needs help and support, and there is no shame in accepting your limitations and asking for assistance. One of the most common ways of overcoming this limitation is to learn how to delegate your work to other people. If you do this well, you can quickly build a strong and successful team of people.

At first sight, delegation can feel like more hassle than it's worth. However, by delegating effectively, you can greatly expand the amount of work that you can deliver. When you arrange the workload so that you are working on the tasks that have the highest priority for you, and other people are working on meaningful and challenging assignments, you have a recipe for success.

Remember, to delegate effectively, choose the right tasks to delegate, identify the right people to delegate to, and delegate in the right way. There's a lot to this, but you'll achieve so much more once you're delegating effectively!

When to Delegate

Delegation allows you to make the best use of your time and skills, and it helps other people in the team grow and develop to reach their full potential in the organization. Delegation is a win-win situation for all involved, but only when done correctly. Keep these criteria in mind when deciding if a task should be delegated:

- The task should provide an opportunity for growth of another person's skills.

- Weigh the effort to properly train another person against how often the task will reoccur.
- Delegating certain critical tasks may jeopardize the success of your project.
- Management tasks, such as performance reviews, and tasks specifically assigned to you, should not be delegated.

To Whom Should You Delegate?

Once you have decided to delegate a task, think about the possible candidates for accepting the task. Things to think about include:

- What experience, knowledge, skills, and attitude does the person already have?
- What training or assistance might they need?
- Do you have the time and resources to provide any training needed?
- What is the individual's preferred work style? Do they do well on their own or do they require more support and motivation? How independent are they?
- What does they want from their job?
- What are their long-term goals and interest, and how do these align with the work proposed?
- What is the current workload of this person? Does the person have time to take on more work?

- Will you delegating this task require reshuffling of other responsibilities and workloads?

When you first start to delegate to someone, you may notice that they take longer than you do to complete tasks. This is because you are an expert in the field and the person you have delegated to is still learning. Be patient: if you have chosen the right person to delegate to, and you are delegating correctly, you will find that they quickly become competent and reliable. Also, try to delegate to the lowest possible organizational level. The people who are closest to the work are best suited for the task because they have the most intimate knowledge of the detail of everyday work. This also increases workplace efficiency, and helps contribute to their personal development.

How Should You Delegate?

Delegation doesn't have to be all or nothing. There are several different levels of delegation, each with different levels of delegate independence and delegator supervision.

The Spheres of Independence

People often move throughout these spheres during the delegation process. Your goal should be to get the delegate to one of the outer three spheres, depending on the task being performed. Make sure you match the amount of responsibility with the amount of authority. Understand that you can delegate some responsibility, but you can't delegate away ultimate accountability. The buck stops with you!

Keeping Control

The delegate must be made aware of relevant information in order to successfully execute the task. It is important to take the time to explain why they were chosen for the job, what's expected from them during the project, and the goals you have for the project. They should also have a clear understanding of any timelines and deadlines, as well as the resources on which they can draw. It is best to work together to develop a schedule for progress updates and milestones. You will want to make sure that the team member knows that you want to know if any problems occur, and that you are available for any questions or guidance needed as the work progresses.

We all know that as managers, we shouldn't micro-manage. However, this doesn't mean we must abdicate control altogether. In delegating effectively, we have to find the difficult balance between giving enough space for people to use their abilities, while still monitoring and supporting closely enough to ensure that the job is done correctly and effectively. One way to encourage growth is to ask for recommended solutions when delegates come to you with a problem, and then help them explore those solutions and reach a decision.

The Importance of Full Acceptance

Set aside enough time to thoroughly review any delegated work that was delivered to you. If possible, only accept good quality, fully complete work. If you accept work that you are not satisfied with, your team member does not learn to do the job properly. Worse than this, you accept a new project that you will probably need to complete yourself. Not only does this overload you, it means that you don't have the time to do your own job properly.

Of course, when good work is returned to you, make sure to recognize and reward the effort. As a leader, you should get in the practice of complimenting members of your team every time you are impressed by what they have done. This effort on your part will go a long way toward building team members' self-confidence and efficiency now and in the future.

Practical Illustration

Mary sat at her computer, unable to start the project that Dave had delegated to her. He said that he wanted the chart to only show the sales numbers for this quarter. But did he mean just his sales numbers or the sales numbers for all his staff?

Mary was sitting with her email open, weighing the pros and cons of whether or not to send him a message, when a new message popped into her inbox.

It was from Dave. 'Hi, Mary, I just wanted to know that I'm available to you for any questions or guidance you may need concerning the project. Thanks! Dave.'

Mary let out a breath of relief. She wrote back, 'Hi Dave. Boy, was I glad to see this message. I was just about to ask you...'

Dave clarified what he needed for the project, and Mary delivered an excellent product.

Discipline is the bridge between goals and accomplishment.

Jim Rohn

Chapter Seven: Setting a Ritual

Rituals are powerful in motivating, disciplining, and providing focus for individuals. For most people, the word “ritual” typically evokes an image of a repetitive life, with every moment controlled and managed, and no room for spontaneity. Rituals and routines, however, can actually help increase the spontaneity and fun in your life. Since routine tasks are already planned for, you have more energy to spend on the tasks that will bring you closer to your goals and bring more joy to your life.

What is a Ritual?

A ritual is a practice of behavior that is regularly followed by an individual in a set manner. Rituals are favorable to help you form your daily rhythm, and create timely patterns. When your current needs shift, it is important to shift and rebalance your rituals as well.

In fact, you can build any type of ritual in three easy steps.

Identify the Task. Let’s say you want to build an exercise ritual.

Identify the Time and/or Trigger. For example, perhaps you normally exercise right after work.

Identify the Sub-Tasks. For you, perhaps your ritual involves going to the gym, getting changed, stretching, doing 45 minutes on the treadmill, performing three reps of weights, and doing a lap around the pool to finish things off. Then, you shower and go home.

Remember, a ritual shouldn’t be set in stone. Once you establish a ritual, it can be modified at any point in time, depending on what works for you. Rituals play an important role in your daily clockwork.

Morning Rituals

The best way to set yourself up for a day of productivity and success, is to adapt to morning rituals. Morning rituals will allow you to begin your day in an organized manner, and gain control of time before the hustle of a busy day. When we start the day with a fresh perspective as well as positive manner, we are able to secure better focus on what is in front of us and plan accordingly.

Not everyone will follow the same morning rituals. It is important to establish which morning rituals work best for you, and stick to these rituals. Remember to give yourself enough time in the morning- never start your day in a rush! Some examples of morning rituals that will successfully influence the day ahead, include:

- Eating a nutritious breakfast
- Morning meditation
- Exercise
- Reading
- Prioritizing your tasks for the day

Nightly Rituals

Similar to how morning rituals will help to secure focus on what is in front of us, nightly rituals will do the same. Nightly rituals should include reflecting on the achievements from the day, and thus provide encouragement for the days to follow. These rituals allow you to decompress, as well as train your brain that it is time to rest.

Adequate rest is essential to maintain peak focus and performance levels.

Establish a ritual for half an hour before you sleep. Here are some examples of nightly rituals that will benefit your sleep schedule, and set you up for success.

- Filling out your productivity journal for the next day
- Light reading
- Meditation
- Journaling
- Taking a warm bath
- Enjoying a cup of tea

To ensure that your next morning will run smoothly, it is best to organize any work-related material the night before. This includes preparing snacks or lunches, and laying out an outfit.

Example Rituals

Rituals are meaningful. They allow for a sense of control and security, and help us to focus on what is most important. Rituals are powerful in conquering recurrent challenges throughout the day, and managing time. Here are some rituals that many people find helpful in maximizing their time:

- Take a half hour each weekend to plan meals for the next week, including lunches and suppers. Then, make a grocery list and get everything you will need. Appliances like slow

cookers and delayed-start ovens can also help you make sure supper is ready when you are.

- Try to exercise for one hour three times a week, or half an hour each day. One easy way is to go for a brisk walk at lunch, or do yoga in the morning before work.
- Instead of checking email, news, and websites throughout the day, set aside one or several periods (for example, morning, noon, and at the end of the day). Then, batch and sequence your activities (for example, e-mail, news, and Facebook). You can batch many types of tasks in this way for maximum efficiency.
- Set up a system for maintaining your Productivity Journal. This can be as simple as ten minutes in the morning to update the day's list, ten minutes at noon to update what you have already done, and ten minutes at day's end to evaluate today and create a starting list for tomorrow.

Using Rituals to Maximize Time

Once you have been using a ritual for a while, you may find that you have bits of extra time here and there. For example, you may find that by establishing an exercise ritual, you finish five or ten minutes earlier because you know exactly what you're going to do at the gym. At the end of the day, you may find that you have a half hour or more of unexpected time.

This is where the "Trigger" part of rituals can come into play. Instead of setting a specific time of day, you choose a situation or an event that will cause a ritual to come into play.

Some examples:

- During a break at work or at home, read for ten minutes.
- Take one minute to do some deep breathing and stretches.
- Take five minutes to clean off your desk or some other small area.
- Take ten minutes to update your Personal Productivity Journal.
- Set aside one lunch hour a week to do personal errands. Or, make a list at the beginning of each week, and do one a day.

Practical Illustration

Linda found that whenever she had a few spare minutes at work, she would go to check her email, look at Facebook, and check out new sites. However, while she had planned to only look at these websites for a few minutes, sometimes she would lose track of time. She needed a way to maximize her time without losing track of time on websites.

Linda decided to set up several time periods throughout the day when she would check work sites, like her work email and work calendar, and personal sites, like Facebook and news sites. She checked them first thing in the morning, at noon, and at the end of the day. Once Linda got into the ritual of checking these sites only three times a day, she found that she used her time more wisely and accomplished much more throughout her day.

.

History is written by people who attend meetings, and stay until the end, and keep the minutes.

Anonymous

Chapter Eight: Meeting Management

Work meetings can sometimes be dull and irrelevant, consuming valuable company time. However, when meetings are properly planned, they can incite a productive, enthusiastic team. Meetings are great for many workplace discussions, such as to solve problems, develop ideas or even to provide direction. To make this time count during work meetings, you need to follow the right approaches to assemble the ultimate meeting.

Deciding if a Meeting is Necessary

The first thing you need to decide is if a formal meeting is necessary. Perhaps those morning staff meetings could be reduced to a few times a week instead of every day, or maybe they could take place over morning coffee, and be more informal.

To determine if a meeting is necessary, here are some important questions to consider.

- What is the clear goal, or deliverables to this meeting?
- Does this topic require outside input for development?
- Does this topic entail a face-to-face conversation, and if so, who should be included in this conversation?
- Will this meeting make valuable use of time for the employees?

Using the PAT Approach

Using the PAT approach to prepare and schedule is a great tool for the most effective meeting management. All meetings should have a *purpose, agenda*, and *time frame*.

· **Purpose:** What is the purpose of the meeting? This should be stated in one short sentence. Example: "This meeting is to review the new invoice signing policy." This helps people evaluate if they need to be there. It will also help you build the agenda and determine if the meeting was successful.

· **Agenda:** This is the backbone of the meeting. It should be created well in advance of the meeting, sent to all participants and observers, and be used during the meeting to keep things on track.

· **Time frame:** How long will the meeting be? Typically, meetings should not exceed one hour. If the meeting needs to be longer, make sure you include breaks, or divide it into two or more sessions.

Building the Agenda

Before the meeting, make a list of what needs to be discussed, how long you believe it will take, and the person who will be presenting the item. Here is an example.

TIME	ITEM	PRESENTER
2:05-2:10	1. Agenda and Meeting Purpose	Jill Smith
2:10-2:20	2. Review of Current Invoice Signing Process	Joe King

2:20-2:40	3. Review of New Invoice Signing Process	Joe King
2:40-2:50	4. Questions and Answers	Joe King
2:50-2:55	5. Wrap-Up	Jill Smith

Once the agenda is complete, send it to all participants and observers, preferably with the meeting request, and preferably two to three days before the meeting. Make sure you ask for everyone's approval, including additions or deletions. If you do make changes, send out a single updated copy 24 hours before the meeting.

Keeping Things on Track

Before the meeting, post the agenda on a flip chart, whiteboard, or PowerPoint slide. Spend the first five minutes of the meeting going over the agenda and getting approval. During the meeting, take minutes with the agenda as a framework.

ITEM	ACTION ITEM	PRESENTER	DUE
1. Agenda and Meeting Purpose	N/A	Chairperson	N/A

2. Review of Current Invoice Signing Process	Current process needs to be archived	Jane Smith	June 5
3. Review of New Invoice Signing Process	New process needs to be posted to SharePoint	Joe King	June 5
4. Questions and Answers	Answer Sam's question about impact on server	Jane Smith	June 1
5. Wrap-Up	N/A	Chairperson	N/A

Although this informal structure will be sufficient for most meetings, more formal meetings may require more formal minutes.

Your job as chairperson is to keep the meeting running according to the agenda. If an item runs past its scheduled time, ask the group if they think more time is needed to discuss the item. If so, how do they want to handle it? They can reduce the time for other items, remove other items altogether, schedule an offline follow-up session, or schedule another meeting. No matter what the group agrees to, make sure that they stick to their decision.

At the end of the meeting, get agreement that all items on the agenda were sufficiently covered. This will identify any gaps that may require follow-up and it will give people a positive sense of accomplishment about the meeting.

Making Sure the Meeting Was Worthwhile

To ensure a successful close to a meeting, it is best to touch base and track progress. After the meeting, send out a summary of the meeting to everyone that includes action items. Action items should be clearly indicated, with start and end dates, and progress dates if applicable. If follow-up meetings were scheduled, these should also be communicated.

It is beneficial to seek feedback after a meeting. Ask your participants whether they had found the meeting valuable, or what could be improved. Feedback is useful to prepare for future meetings.

Practical Illustration

Gemma glanced at the clock on the wall of the meeting room. It was 9:20 a.m. She was the chairperson of the meeting, and it appeared that they were about to go over time allotted for discussing one of the agenda items.

She addressed the attendees. "While this is an eye-opening discussion we're having about the pros and cons of suggestive selling, we are about to run over time for this agenda item. Should we end the discussion and move on? Should we continue with the discussion and reduce time for other items? Or would you rather schedule an offline follow-up session? What does everyone think?"

After the participants shared their preferences, it was agreed that they would continue the discussion for five more minutes and reduce the time spent on another topic. This gave deciding power to the participants and also kept the meeting on track.

In a crisis, be aware of the danger, but recognize the opportunity.

John F. Kennedy

Chapter Nine: Dealing with Time Barriers

Change is inevitable. Despite great planning and prioritization, unexpected barriers or interruptions may still arise that demand our attention and hinder workplace success. Sometimes life events are out of our control, or piles of work can sneak up on us at once. Although it can be hard to prepare for disruptive situations that we do not see coming, it's helpful to reflect on what you can do throughout that moment to efficiently gain back your time.

Unexpectedly Long Tasks

Generally, when we schedule our days, we are estimating the amount of time it takes to complete a task. It is valuable to take into consideration that things may not always run smoothly and tasks can become unexpectedly long. Perhaps the task is new to the curriculum, and you are uncertain of an approximate timeframe. It's important not to let these situations become overwhelming and interfere with your overall productivity. When this happens, stop what you are doing and regather your thoughts. It is more beneficial to take a break from that task, add it to your list of priorities, and reprocess it at a later time.

To refrain from the ramifications of an unexpectedly long task, it can be helpful to consider the following factors when preparing your schedule:

- Include buffer space in your schedule
- For recurring tasks, consider using a timer- this will allow you to get a better idea when estimating your time

- It is better to overestimate a time for a task, rather than underestimate

When Others are Inefficient

Occasionally you can be on top of your game at work, but still be held back due to the inefficiency of others. This can include sharing a project with a co-worker, or having delegated a task. It is important to be understanding that many individuals struggle with time management practices.

It can be frustrating to put in a lot of effort, but not receive the same amount of effort from others. Inefficient employees must be informed that they are harming productivity and need to get back on track. Not only will this inefficiency damage the company, but it could potentially cost that employee their job.

The best thing you can do is set a clear example of good time management- the more they see the example you are setting, the more likely they are to shift their habits. As well, there are supporting measures that can be used to help an individual stay focused on their assignments, such as providing reminders, giving the individual a clear deadline, and following up with that individual to answer any questions.

Life Events

Your productivity rhythm will not always remain the same. Life events, such as sickness, deaths, marriages or babies will impact your ability to complete work within a specific timeframe, or even at the

same performance level. Employees may feel buried in their work when this happens, and tasks can become overloaded.

With these moments, it is critical to slow down, breathe and process the life event. You can then reassess your schedule, and consider your prioritized tasks with their deadlines. The best way to maintain effective time management is to communicate to your team about these life challenges and delegate or decline opportunities. It's good to have a contingency plan put in place that indicates who is responsible for general responsibilities if you are absent for an extended period of time. If possible, you can schedule extra catch-up time to preserve productivity. Remember- if you are overwhelmed, it is difficult to get any work done.

Fear of Failure

A common barrier to success is the fear of failing. When employees fear working on a task, they will often delay it for another time. Along with consuming your valuable time, continuing this procrastination will only increase the chances of actually failing. Employees may experience the fear of failure for many reasons, including a lack of direction, past failures, or low self-confidence.

Managing your fears is a beneficial way to help you manage your time. The following are tips to overcome the fear of failure, and help you win back your time:

- Confront what you fear is, and consider what you need to do to manage it
- Visualize yourself achieving your objective

- Take small steps to complete the task- this will help in boosting your confidence, as well as reducing your fear

The Power of Positive Thinking

A positive mindset is what determines your productivity. When challenging work situations arise, you have the choice of feeling defeated, or staying positive and on track with your goals. A positive attitude will help you to solve problems, rather than waste time on problems. Attitude can be just as important as a strong work ethic.

It is a great technique to use positive affirmations in regard to your time management. Positive affirmations are enthusiastic statements that influence your subconscious mind. For example, stating, “I am great at time management- I use my time effectively!” will alter your way of thinking and encourage you to sustain good time management. When you focus on a positive mindset, you will seek positive changes.

Practical Illustration

Karen was the floor manager of a large paper company. One winter morning, Karen woke up to discover that she had contracted the flu. Karen had to call in sick, but in the meantime all the duties of the floor manager would fall to the wayside. Luckily, Karen had a plan put in place that would make sure that all of her responsibilities were taken care of. She also made sure that all the proper people were informed and that everyone was aware of their responsibilities. When Karen was recovered and able to go back to work, she returned to work with the knowledge that everything ran smoothly in her absence, all because she was prepared

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

Zig Ziglar

Chapter Ten: The Benefits of Good Time Management

Time is limited. To be successful, it is imperative to respect and value the time we have. Practicing time management skills is the solution to help you stay on top of your game, and control your time. Without it, both work performance and wellbeing decline. Everyone has the potential to develop habits of good time management, and seek growth from carrying out these habits into their daily lives. Time management has many great advantages that will allow you to accomplish more in life.

Improved Quality of Work

As an employee, you have expectations on your level of performance and standard of work. Strong employee performances are critical to building a prosperous company. It is evident that our minds will work best when we are not bouncing back and forth between tasks. Planning and prioritizing your time gives you full focus, while allowing for enough time and thought to be put into an assignment. Time management eliminates procrastination and distractions that hinder an employee's quality of work.

Greater Confidence

Confidence is the key to success. When you learn how to properly manage your time, you will notice a major difference in your self-confidence, as well as overall happiness in the workplace. Time management will significantly boost one's confidence and feelings of accomplishment by increasing productivity, reducing frequent mistakes and accomplishing goals. A continuous cycle exists between

productivity and confidence; productivity will improve confidence, and confidence will improve productivity. It all starts with believing in your goals and ability to succeed.

Reduced Stress

Time management gives you direction when you have an abundance of work. It puts you in control over your schedule of what you want to do, and when you want to do it. Without this control and direction, it is common to experience feelings of stress and defeat. Not only does excess stress impact health both physically and mentally, but it will also impact your ability to work efficiently.

Proper time management practices incorporate adequate breaks from your workload, ensuring time to recharge and de-stress. As well, you are less likely to leave tasks for the last minute to complete, and feel less rushed with deadlines. With time management strategies, you can avoid the weight of an excess workload by prioritizing, delegating, or simply declining irrelevant tasks.

Increased Career Prospects

Good time management skills are desirable for any company. Employers look for individuals who are dependable and submit high quality work *on time*. Time management allows you to accomplish more in your role, as well as achieve bigger and better results. By arriving to work well-rested and organized to conquer the day, you are able to confidently make sound decisions that impact your career proficiency. As a result, this can lead to a greater reputation, along with the potential for more promotional opportunities.

Team Collaboration

When everyone is on board with applying effective time management habits, effective teamwork will follow. Employees will be more likely to communicate in a respectful manner, which lessens the chances of argument and misunderstandings. Time management helps everyone to stay on track and work together- whether this is delegating tasks to meet deadlines, or discussing goals over a coffee break. With good time management, everyone wins!

Practical Illustration

Will was dreading returning to work after his holiday vacation. He always felt stressed and overwhelmed, and knew he had to make some changes. Will decided to make it his resolution to incorporate good time management habits into his routine, to seek positive changes in his workplace. He bought himself a calendar, decluttered his desk, and started to prioritize his tasks.

After the first few weeks, Will had noticed positive changes. He was feeling more confident and less stressed. Will was learning to submit his work early, so that he didn't have to worry about rushing and providing poor quality work. His boss, Clinton, noticed the change in his attitude, as well as outstanding performances. Clinton decided that Will was a great fit for a promotion.

It has been my observation that most people get ahead during the time that others waste time.

Henry Ford

Closing Thoughts

Time is free, but it's priceless. You can't own it, but you can use it. You can't keep it, but you can spend it. Once you've lost it, you can never get it back.
- **Harvey MacKay**

Take time to deliberate, but when the time for action arrives, stop thinking and go.
- **Napoleon Bonaparte**

Your time is limited, so don't waste it living someone else's life.
- **Steve Jobs**

You may delay, but time will not.
- **Benjamin Franklin**

Time Management

The practice of time management requires focus and conscious planning to help win back control of your busy day, and conquer financial goals. Challenges are often presented in the workplace, which can affect our ability to make optimal use of our time. However, with the help of prioritization, goal-setting, and appropriate organization of the mind and space around us, we are able to overcome time management barriers