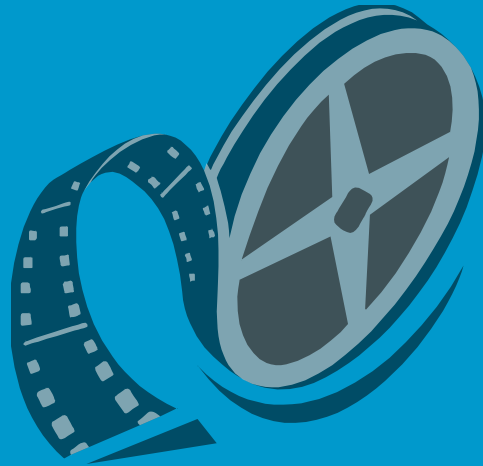


Welcome!



UCCS Student Employment Training

Topic: Time Management

Module Designed primarily by Brooke Gwinn & Patrice Shields—HRMG 385 Course at UCCS
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Introduction



1. Time Management

- Time is the most important resource in our life
- It is irreplaceable
- You cannot substitute for time
- Time cannot be controlled
- To manage time we must learn to manage ourselves, or activities, and our relations with other persons
- After viewing this presentation you will have a better understanding of how to manage your time

How Do You Manage Your Time?

- ◆ The most effective way to manage your time is through the process of scheduling:
- ◆ First, make a list of time commitments as complete as possible
- ◆ Second, expand and extend on these time commitments by extending your basic course/work schedule to include daily activities, weekly activities, and even a whole semester planning log. For an example of a macro-planning sheet, click here: [Semester on a Page](#)
- ◆ Some other ideas are to enroll in a course that teaches time management skills, or attend seminars or other courses that offer time management
- ◆ Click here to see a full list of the courses offered at UCCS <http://www.uccs.edu/course.html>

Key Points To Remember

- ◆ Managing your time means getting organized.
- ◆ It takes the same amount of time to do your job accurately and well as it does to do it carelessly.
- ◆ Get to know your resources.
- ◆ Look for ways to do your job more efficiently.
- ◆ Set goals for what you want to accomplish during a time period and stick to them.
- ◆ Do what you can in that period of time and then move on.

How To Beat The Clock

- ◆ Clarify objectives
- ◆ Decide how to spend your time
- ◆ Make the most of your time
- ◆ Set priorities
- ◆ Do one major thing at a time
- ◆ Plan how to start a large project
- ◆ Schedule your work
- ◆ Delegate

How to Beat the Clock

:Do a Time Plan Experiment

- ◆ For a week keep track of how you use your time to see when you are being productive and where you can improve.
- ◆ For an example of a template to use while completing this experiment go here: [Time Plan](#)
- ◆ After completing the experiment put your schedule together while maintaining a productive use of your time.

Clarifying Objectives

Define Objectives by:

- Define the primary purpose of your objective
- Distinguish between long-term objectives and short-term goals
- Develop an overview of your responsibilities
- Periodically review your job to assess changes in function and responsibilities

Note: After clarifying your objectives, use them as a constant guide in scheduling your time. Don't disregard them or you will find yourself squandering away much of your time on activities that contribute little to your primary objectives.

How to Spend Your Time

- ◆ Monitor your time by finding out how you are using your time
- ◆ Make a To-Do List=Action List

You have 4 options with this list:

1. Do it now
 2. Get someone else to do it
 3. Schedule time to do it later
 4. Put it aside and come back to it later; this one is not recommended for items on the list that are important
- ◆ Make a daily or weekly planner that includes appointments, work, classes, labs, free time, etc.
 - ◆ Make a long term calendar for important due dates and test dates, and other important subjects

Review Check

Question #1

- ◆ **What is the most effective way to manage your time?**



By Scheduling

Review Check

Question #2

- ◆ **What is the purpose of clarifying your objectives?**



Clarifying objectives is a good tool to use for the scheduling process

Review Check

Question #3

- ◆ **Name one of the four options you can do with your To-Do-List/Action List?**

You can either do it now, get someone else to do it, schedule time to do it later, or put it aside and come back to it later.



Make The Most Of Your Time

1. Recognize your time bandits:

- Know the things that are keeping you from doing what you planned. Avoid these, and use them as a reward once you have completed what you planned to do.

2. Find a good study/work area:

- Find an area that will not disturb you and turn off any device that will disturb you.

3. Try to be somewhat flexible:

- Go with what works best for you and discover your prime time when you have the most energy to get the hardest tasks done.

4. Learn to say “no”:

- Be assertive about protecting your planned time whether it be at work, during study time, or class time.

Set Priorities

Problem: WHERE TO BEGIN?

1. Establish Priorities:

- Assign a value to each activity on a basis of its contribution to the primary objective
- Assigning priorities will allow you to make sure all the important activities will get done.
- Differentiate between “important” and “urgent” activities
- Use the Pareto principle or the 80/20 rule: ex. In a group of 10 tasks, 2 will produce 80% of the value

2. How to establish your priorities:

- Number your daily “to do list” of tasks to be accomplished in order of their priority
- Ask yourself this question: What will happen if this task does not get done? If the answer is “nothing,” do not do it!

Do One Major Thing At A Time

How to follow through:

1. Stay on one subject until you complete it. This will save you time that is otherwise lost to reorienting to the new project and then back to the old one.
2. Concentrate your time, effort, and resources. Do not try to cope with a multitude of tasks

Note: People's most effective work habits differ. While some people might produce more by working on two tasks in the same period, few can work on three simultaneously and produce good results.

How To Start A Large Project

These four steps are essential to help you get a great start on a big project:

1. Write a plan:

- Your plan should answer questions such as: “When should I start?”, “What resources do I have, and what do I need?”, and “How long will I need?”

2. Divide and conquer:

- Divide the project into manageable sections and schedule for each section.

3. Prepare the work area:

- Have a clear space with all your material and everything that you will need ready.

4. If you have started and are stuck:

- Go back to and do a different activity for a few minutes, take a 5-10 minute break so you can return to the project with a fresh perspective, or change the environment.

Review Check

Question #1

- ◆ Why is it important to make the most of your time?



Because, time is irreplaceable, you cannot substitute anything for time, and it is the most important resource in our life

Review Check

Question #2

◆ Assigning priorities will: _____ ?



Assigning priorities will allow you to make sure all the important activities will get done.

Review Check

Question #3

- ◆ Name one of the four steps essential for starting a large project?



Write a plan, divide and conquer, prepare the work area, and if you have started and are stuck.

Schedule Your Work

How to Schedule:

1. **Make a weekly plan:**
2. **Try to schedule tasks according to your personal energy cycle:**
 - Everyone has high and low points during the day. Schedule your most challenging tasks for your high-energy periods, and your routine tasks for the low-energy points.
3. **Keep your schedule loose:**
 - Don't pack every minute with scheduled activities. Emergencies and interruptions will emerge and you need to be ready to juggle items not on your schedule at a moment's notice.

Schedule Your Work, Cont'd

4. **Reserve large sections of time for those most important tasks that require uninterrupted attention and contribute the most to your objectives:**
 - Free up as much of your time as possible by simplifying your work routine. Try to consolidate similar routine tasks and complete them in the same block of time.
 5. **Review your schedule after a week or a month:**
 - If you find that your current schedule bears little likeness to reality or that you are ignoring your priorities, revise your schedule until you have one that meets all of your objectives.
- Note:** Don't fall into the trap of trying to make time for the important tasks by first clearing up the secondary matters, you may never get around to the major job.

Delegate

No one can do everything themselves, therefore it is important to know how and what tasks to delegate.

Areas and tasks to delegate:

- Activities for which subordinates are better qualified
- Routine tasks that others might have more time for
- Areas in which subordinates need training and development
- Activities that offer variety and challenge to a subordinate

Note: Everyone will someday be in the position to delegate to others or be delegated to. Either way, the intention of delegation is to free up those who need or are in charge to explore new ideas or procedures that will ultimately allow a job to be more productive.

Last Review Check!

Question #1

- ◆ **Why is it important to schedule tasks according to your own energy cycle?**



Because everyone has high and low points during the day and it would be a good idea to get the most challenging activities done when you have the most energy

Last Review Check!

Question #2

- ◆ **Why is it important to keep your schedule loose?**



Emergencies and interruptions will emerge, therefore, it is important to be ready to juggle other items.

Last Review Check!

Question #3

- ◆ What is the intention of delegation?



To free up those who need or are in charge to explore new ideas or procedures that will ultimately allow a job to be more productive.