Good Morning/Afternoon, VISTA Leaders!

Time Management

Webinar begins at 2 PM ET

" I slept and dreamt that life was a joy,
I awoke and saw that life was service.
I acted and behold, service was joy."

~ Rabindranath Tagore ~

Thank you for the opportunity to serve you today!!!

Kapila Wewegama

When you join the conference call, the line will be on silent mode until we begin the call at 2 PM ET – Thanks!

Planning and Managing our Energy, Activities and Actions to get the best out of available time.

Time Management

Designed & Facilitated by Kapila Wewegama

Time Management

Session Goals:

1. Examine factors and behaviors that contribute to inefficient time utilization and procrastination.

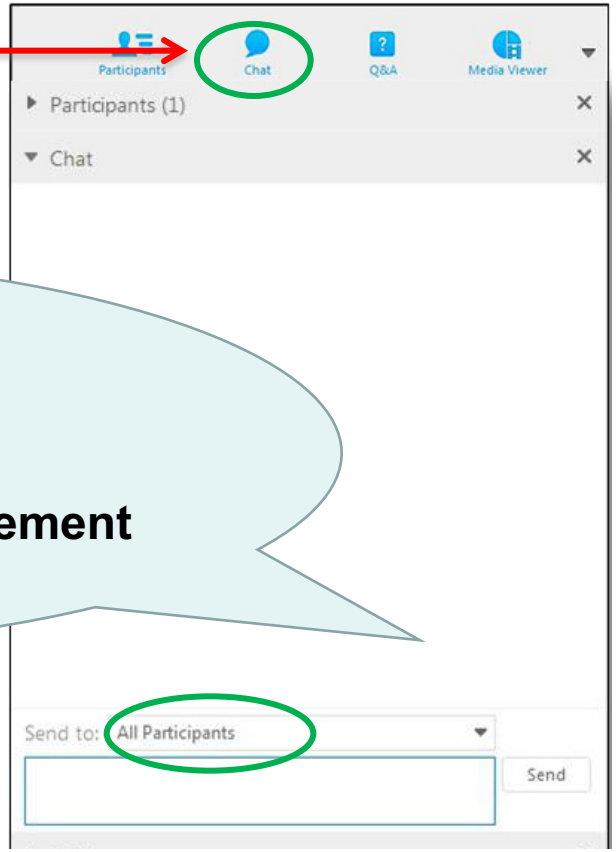
2. Identify techniques and tools that will promote efficient utilization of time.

3. Begin to make a personal commitment and develop a plan to use time efficiently.

Chat Question?

Time Management

Click this button if you don't see the chat panel.



Why do you think Time Management is important?

Time Management

Why managing time so important?

- Increased self-confidence and control
- Enhanced performance efficiency and productivity
- Stress reduction
- Accomplish things that really matters
- Meaningful reflection/thinking opportunities
- Greater personal and professional fulfillment

Procrastination

Time Management

GAMES | BROWSE THESAURUS | WORD OF THE DAY | VIDEO | WORDS AT PLAY | FAVORITES

Merriam-Webster SINCE 1828

procrastinate

DICTIONARY THESAURUS

procrastinate

verb | pro·cras·ti·nate | \prə-ˈkras-tə-ˌnāt, prō-\

Popularity: Top 20% of words

Examples: PROCRASTINATE in a sentence

Editor's note: Did You Know?

Tip: Synonym guide

CITE

Definition of PROCRASTINATE

procrastinated; procrastinating

transitive verb

: to put off intentionally and habitually

intransitive verb

: to put off intentionally the doing of something that should be done

—**procrastination** \-ˌkras-tə-ˈnā-shən\ *noun*

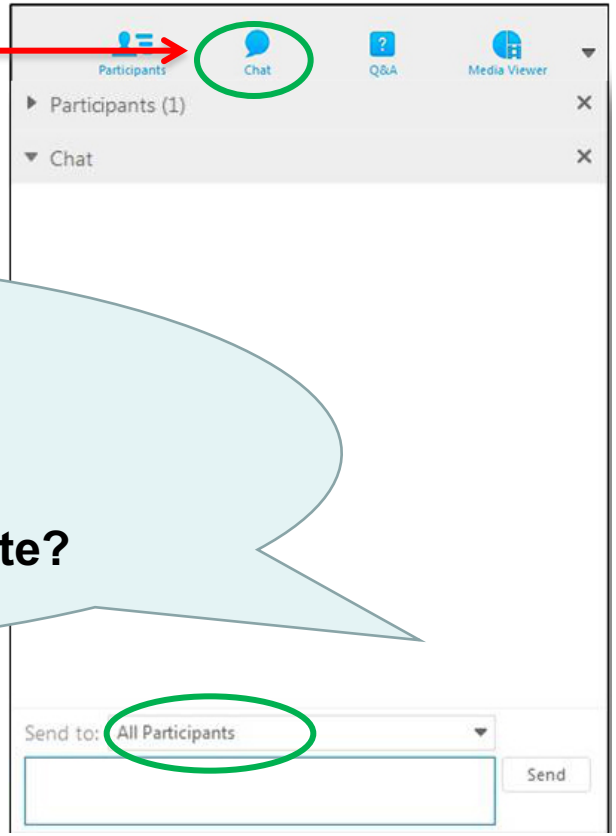
Procrastination is a lifestyle for those who identify themselves as chronic procrastinators (***Psychology Today***)

But for many, Procrastination is **Very Selective**

Chat Question?

Time Management

Click this button if you don't see the chat panel.



Why do we procrastinate?

No passion/interest

Lack of Energy

Lack of knowledge/skills/ Resources

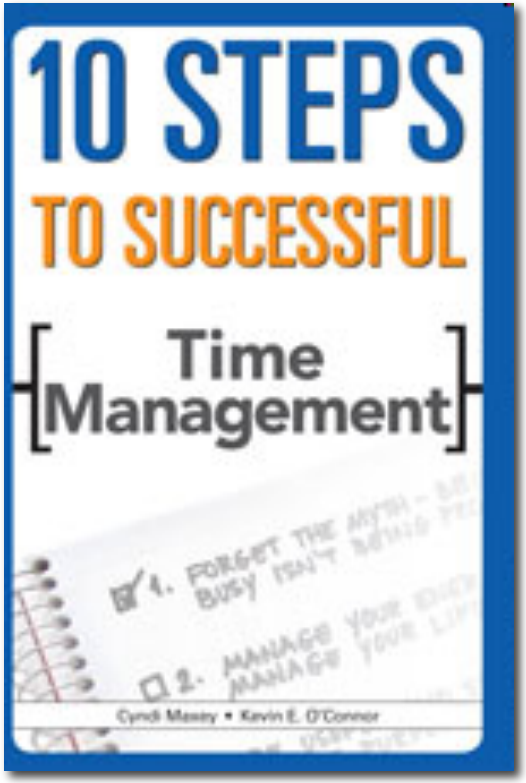
5 Key Reasons for procrastination

Fear of failure/success

Not saying “No”

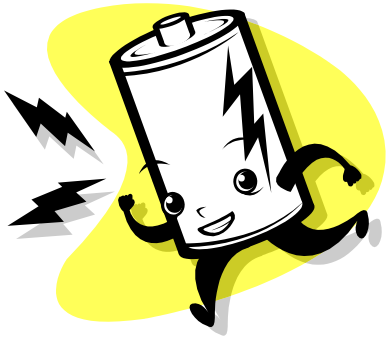
Lack of Energy

Time Management



Time Management is → **Self & Energy Management**

Know Your Energy Boosting Activities



☺ What activities energize you and what emotions are associated with them?

☺ Are those part of your daily activities? If so, how can you increase those in your daily activities?

☺ **If not, how can you incorporate/include those into your daily activities appropriately?**

Time Management

What physical and mental reactions do you experience when you have to do *Energy Draining* activities?

Cost of Stress

The Centers for Disease Control and Prevention state unequivocally that **80% of our medical expenditures are now stress related.**
Fast Company Magazine, p. 88, 2/2003

U.S. **companies lose between $200-$300 billion a year** due to absenteeism, tardiness, burnout, decreased productivity, worker's compensation claims, increased employee turnover, and medical insurance costs resulting from employee work-related stress.
National Safety Council, Priority Magazine, 1-2/2007

"Stressed" spelled backwards is "desserts"

Take Control Over Your Energy Draining Activities

- What activities exhaust/drain your energy and what emotions are associated with them?

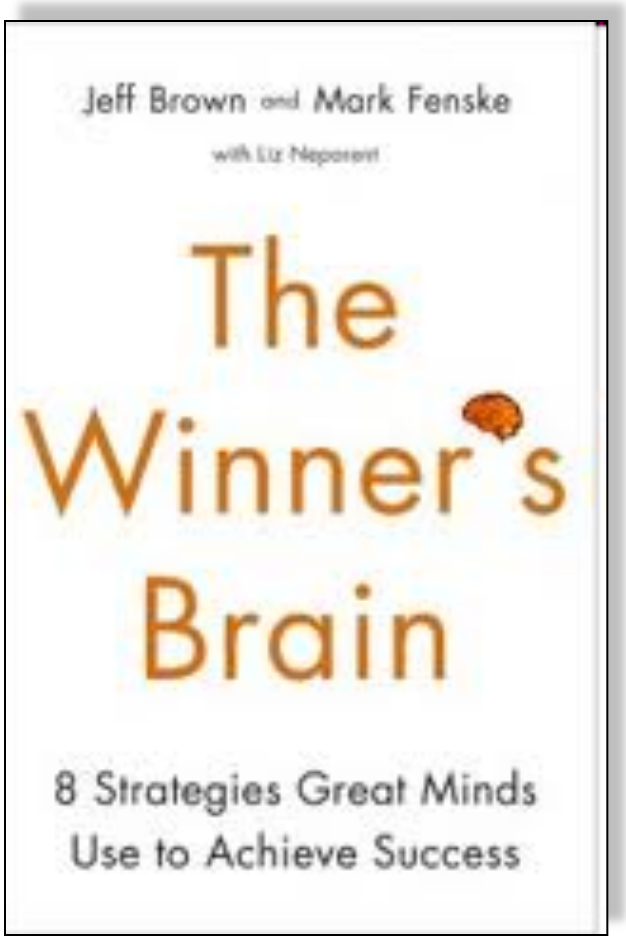
- **How can you minimize those energy draining/stress inducing activities or reduce their negative impact in your daily activities appropriately?**

SPARKPEOPLE
Make Your Life An Adventure

13 Tips to Get More Nutrition and Fitness into Your Day

-- By Life Coach Mary Guarino, Ph.D.

1. Drink water throughout the day
2. Cut back on the amount of soda and coffee you drink.
3. Replace high-sugar foods with low-sugar versions
4. Stock up on healthy, portable snacks
5. Take the time to plan healthy meals for the week
6. Purchase frozen, ready-to-cook ingredients
7. Pack your lunch the night before
8. Cook double batches of whatever you're cooking
9. Give yourself some slack
10. Fit in exercise whenever you can
11. Take a walk break during the day
12. Whenever possible, walk
13. Get enough sleep



The last chapter - Brain Care looks at four domains:

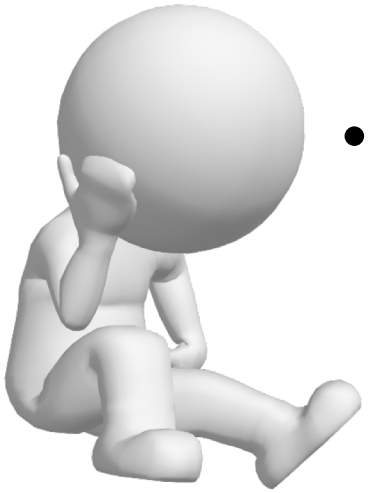
- **Exercise**
- **Stimulation**
- **Nutrition**
- **Sleep**

Employees who **exercised before work or during lunch breaks** were **better able to handle** what the day demands. Their general attitude also improved.

- 72% reported improvements in time management on exercise days.
- 79% said mental and interpersonal performance was better.
- 74% said they managed their workload better.
- 27% were higher for concentration on work
- 41% were higher for feeling motivated to work.

University of Bristol, Department of Exercise, Nutrition & Health Sciences, published in the International Journal of Workplace Health Management, 2008, Vol. 1, Issue 3

How do we waste time?



5 Time Wasters

Time Wasters

1. Lack of or unclear personal & professional goals

2. Becoming a victim of others need to kill time

3. Unaware of subtle time robbers

4. Lack of recallable organization

5. Lack of schedules & prioritization

Time Wasters

Lack of/unclear personal & professional goals

Do I have clear personal & professional goals for myself?

Becoming a victim of others need to kill time

On a typical day, office workers are **interrupted about seven times an hour**, which adds up to 56 interruptions a day, **80% of which are considered trivial**, according to time-management experts.
Wendy Cole, TIME Magazine, 10/11/2004

Time Wasters

Becoming a victim of others need to kill time

Are there individuals who waste my time to kill their time?

Unaware of subtle time robbers

So, how would I know what those subtle time killers are?

Date: _____

My Activity Log

Time	Activity	Duration	Level of Importance			Type of Change Needed				How you expect to change the behavior
			High	Medium	Low	Eliminate	Reduce	Maintain	Increase	

Executives waste six weeks per year *searching for lost documents.*

From a survey of 2,600 executives by Esselte, maker of Pendaflex and Dymo, FastCompany Magazine, 8/2004

43% *of Americans categorize themselves as* ***disorganized****, and* ***21% have missed vital work deadlines****. Nearly half say disorganization causes them to work late at least 2 or times each week.*

Jane Von Bergen, "So many reasons to neaten up...", Boston Globe 3/12/2006
Esselte survey, David Lewis

Lack of recallable organization

How do I currently organize my info, folders, documents, electronic files/documents? What else can I do to improve my organizational methods?

Lack of schedules & prioritizing

1 hour of planning will save 10 hours of doing.

- ❑ **Maintain <u>Active</u> Things to Do List**

Time Management

Date:

Priority	Task/Activity	Allocated Time	Scheduled Time	Comments

1. Lack of or unclear personal & professional goals

2. Becoming a victim of others need to kill time

3. Unaware of subtle time robbers

4. Lack of recallable organization

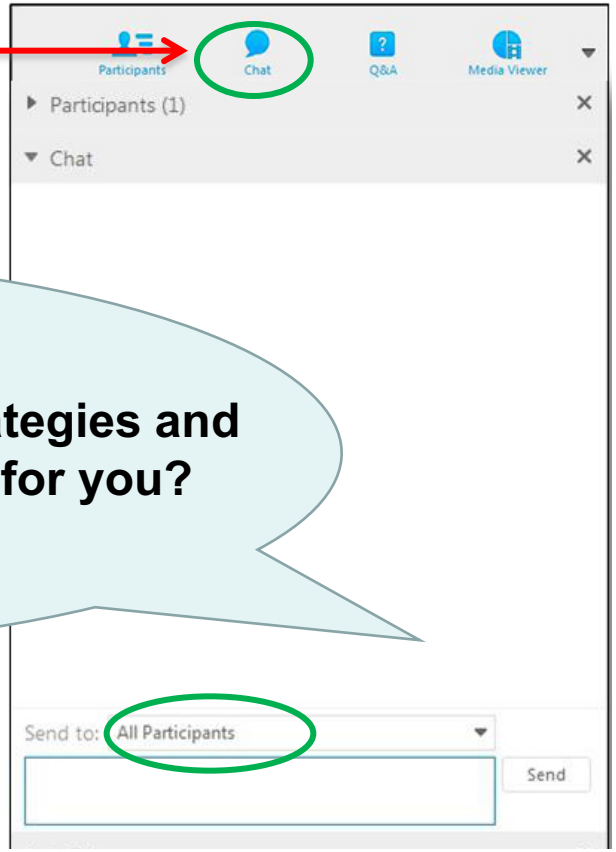
5. Lack of schedules & prioritization

Please identify two Time Wasters from these that you are committing to combat from today.

Chat Question?

Time Management

Click this button if you don't see the chat panel.



What are other Time Management strategies and techniques you have found to work for you?

Six Steps to Time Management

Six Steps to Time Management:

1. **Become aware and acknowledge the need for change –**

   Needs Assessment & Self-Awareness

2. **Identify problem areas/opportunities –**

   Energy Boosters, Energy Zappers, Time Wasters

3. **Make commitment to change behavior (attitude & beliefs shift) –**

   Mind Set to develop a renewed Relationship with time

4. **Identify, develop and implement techniques for 3 weeks –**

   Plan and Act

5. **Monitor progress and make adjustments as necessary**

   Check-ups

6. **Moving the new behavior to habit**

   (Transformation)

Time Management

Classic Time Management Question

Is this the best use of my time right now?

Time Management is not doing the wrong things quicker. That just gets us nowhere faster. Time Management is doing the right things.

Time Management

Session Goals:

1. Examine factors and behaviors that contribute to inefficient time utilization and procrastination.

2. Identify techniques and tools that will promote efficient utilization of time.

3. Make a personal commitment to use time efficiently.

for your participation in

Time Management

Webinar!

Please complete the survey!

Kapila Wewegama