



Welcome to

# Time Management

To join the audio portion by phone, please dial: **800.779.5374**

Passcode: **4400895**

***While you wait, share in the chat box:  
“What are you not able to do today so  
that you could attend this webinar?”***

Corporation for  
**NATIONAL &  
COMMUNITY  
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Volunteers In Service To America

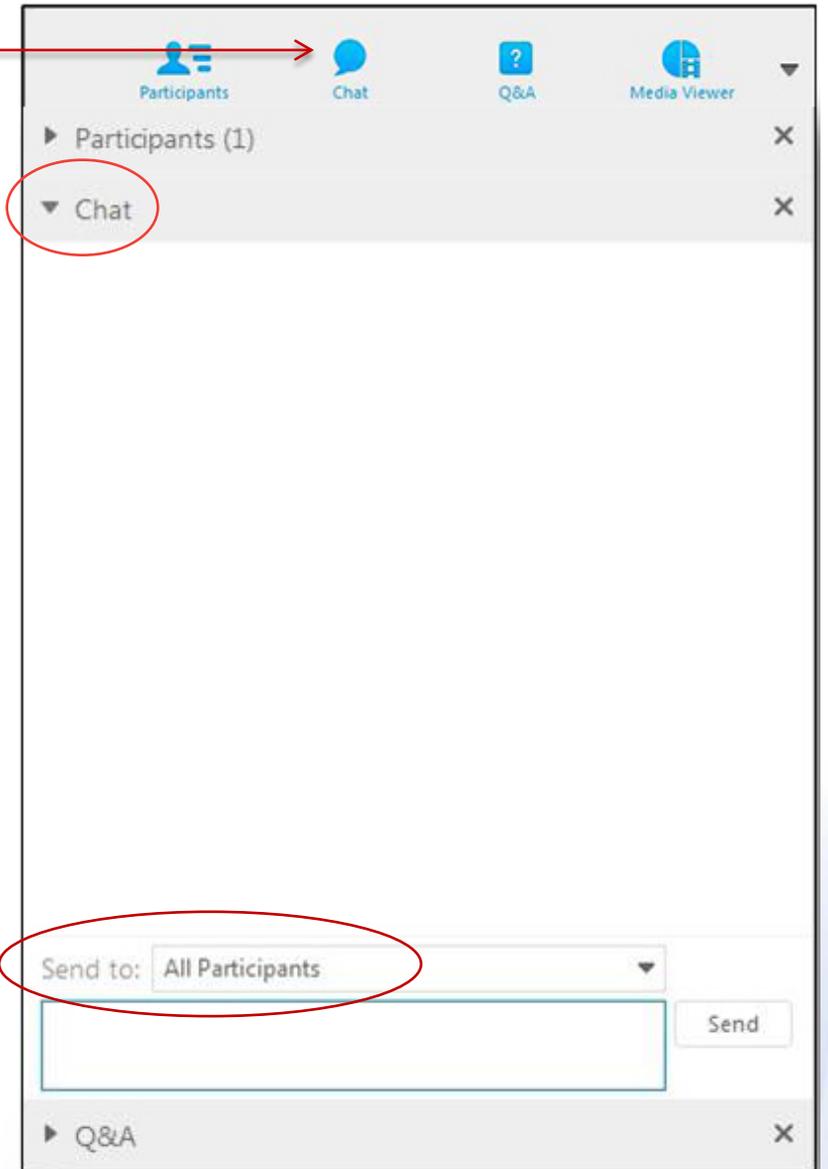
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# Tips for Participating

- Phones are muted
- To ask questions, use the Q& A panel
- To share comments and ideas, use Chat
- Links and recording will be available after the session
- Closed Captions can be viewed in the Media Viewer panel

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



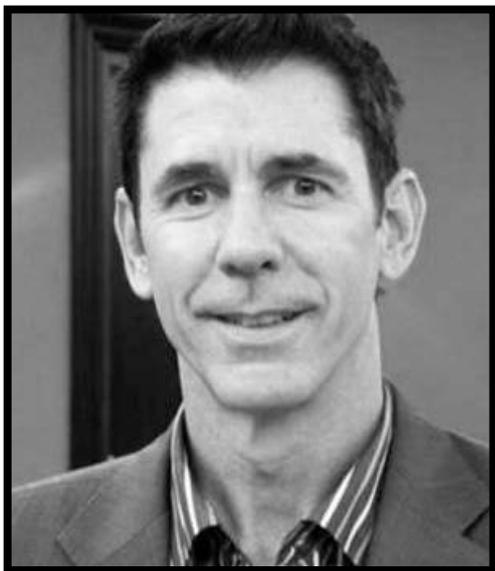


Welcome to

# Time Management



# Today's Team



**Andy King**  
Corporation for  
National and  
Community Service



**Jessica Knight**  
Education Northwest



**Endi Clark**  
Education Northwest

# Today's Presenters



**Jewel Holly Ware**

North Central VISTA Regional Team  
Leader

President, Jewels of Success  
Consulting



**Morgan Schrankel**

AmeriCorps VISTA Leader  
Siena College

# Session Goals

By the end of the webinar, you will be able to:

- Recognize and control time bandits
- Identify actions to better manage time
- Engage others in project timelines by building in time frames
- Access resources and tools for time management

# Time is an Equalizer



- 24 hours
- 1,440 minutes
- 86,400 seconds

... per day.

No one gets more. No one gets less.  
How are you using your time?

# Time Management

Time Management

=

Self Management

**All tasks are not created equal.**

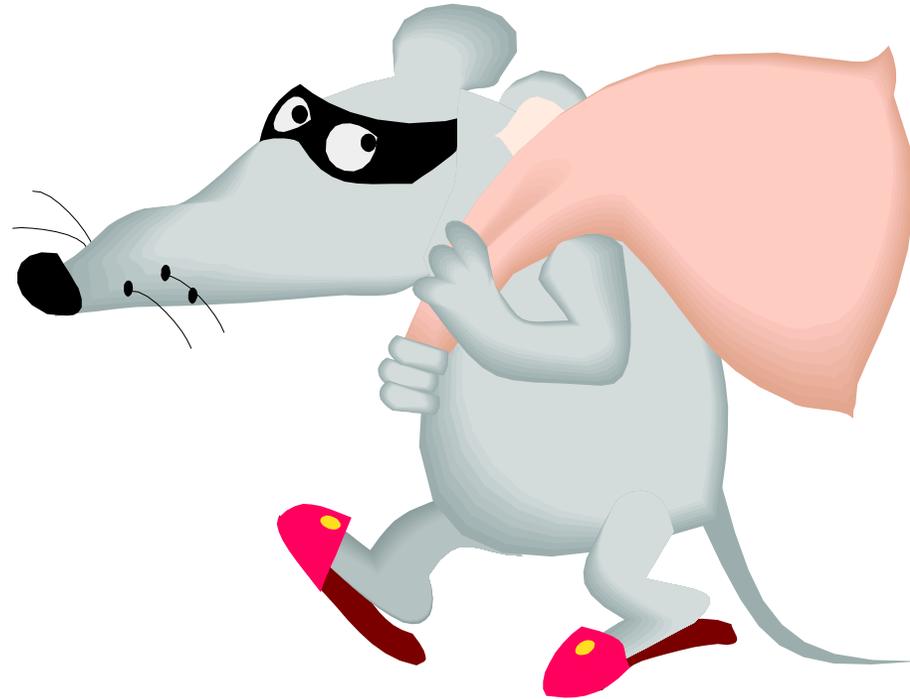
# Continually Ask Yourself

***“What is the best use of my time, right now?”***

# Poll Question

- Which of these areas are the most challenging for you?
  - Drop In Visitors
  - Lack of Focus
  - Meetings
  - Procrastination
  - Telephone Calls/Emails

# Time Bandits!



# 1. Drop In Visitors

- Remove chairs from your desk
- Arrange your furniture so it faces away from the doorway
- Post a “Do not disturb” sign at your work station
- Use conversational or physical cues



## 2. Lack of Focus

- Shift the energy
  - Find someplace isolated to work
  - Single Task
  - Power Hour
- Turn off all pop-up notifications
  - Email
  - Instant Messaging
  - Texts
  - Voice Mail



# 3. Meetings (leading)

- Before:
  - Purpose
  - Agenda
  - Limit/Location
- During
  - Timely
  - Set ground rules
  - Use the agenda
- Ending:
  - Review responsibilities
  - Schedule next meeting



# 3. Meetings (attending)

- Request ground rules
- Ask if you need to stay for the entire meeting
- If meeting is getting derailed, ask focused questions



# 4. Procrastination

- Ask yourself: What is the price of delay?
- Break tasks into sequence of manageable steps
- Look at the big picture
- Busy vs. slow work cycles



invisiblebread.com

# 5. Telephone Calls & Email.

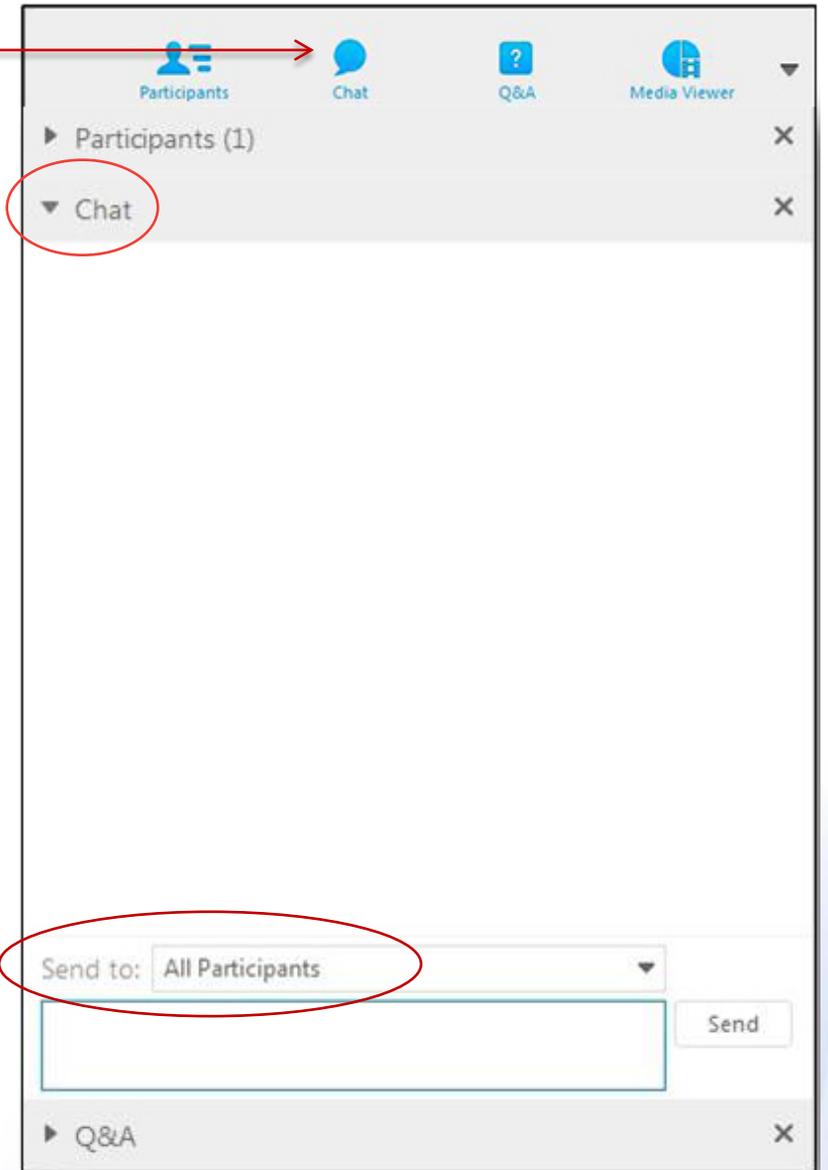
- Prepare for outgoing communication
- Leave an out of the office message
- Have scheduled times to check voice mail and email
- Use the to: line and cc: line appropriately



# Chat Question

- Please share one action you will take to reduce a time bandit.

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

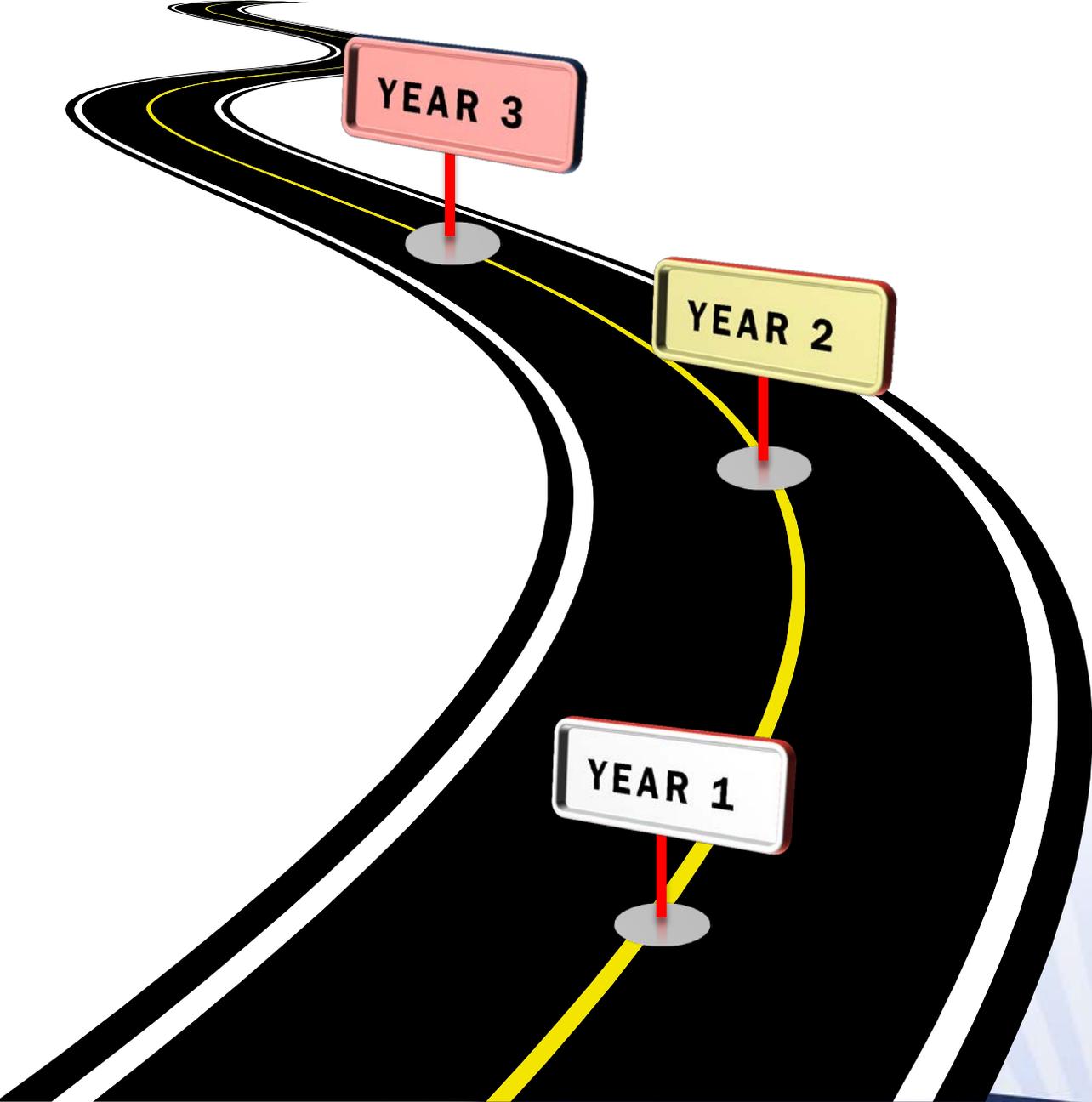


# Poll Question

- In which of these areas, are you probably a time bandit for someone else?
  - Drop In Visitors
  - Lack of Focus
  - Meetings
  - Procrastination
  - Telephones/Emails



# Clarify Purpose

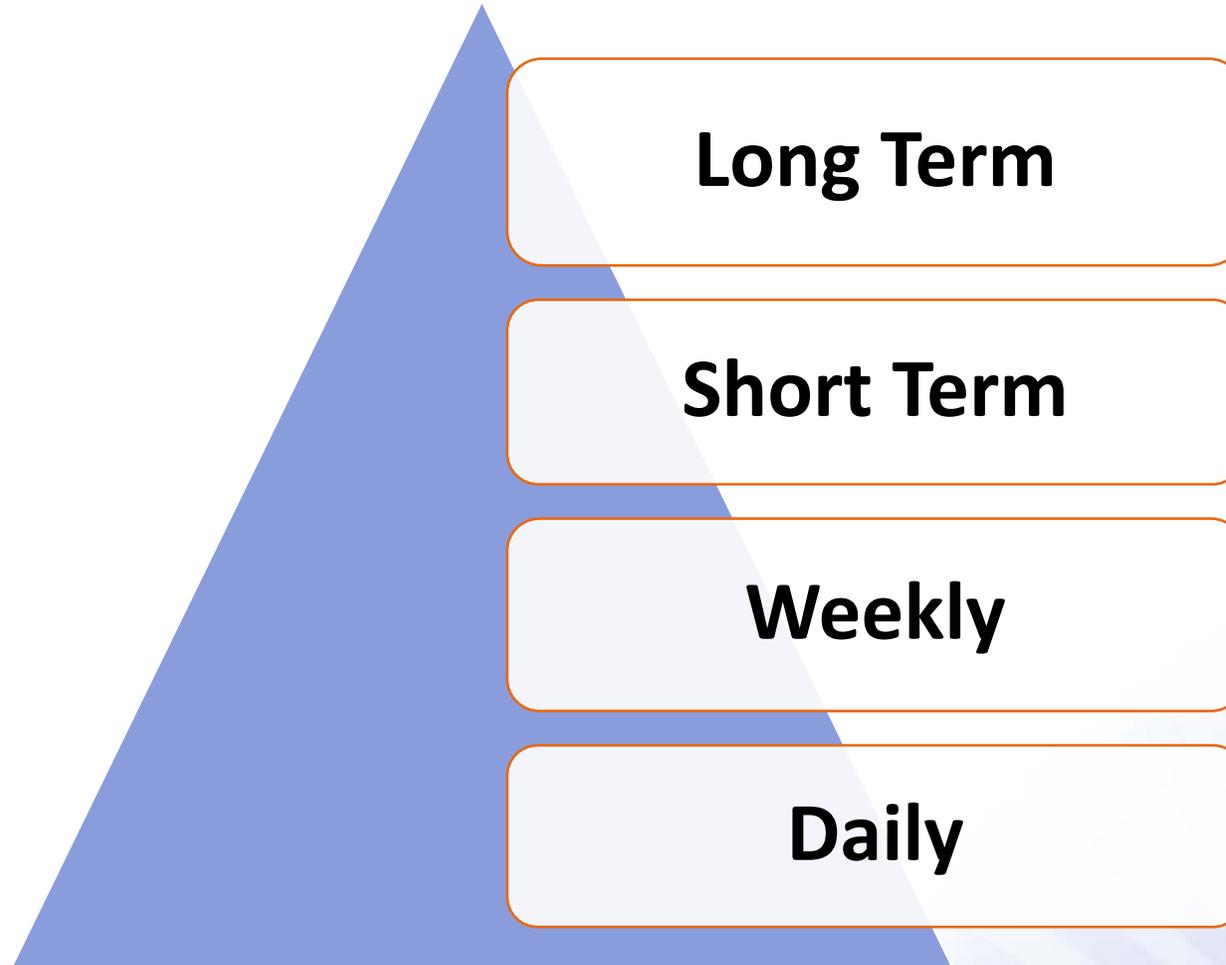


1. Plan
2. Assign
3. Control
4. Evaluate



**PACE + Partners = Success**

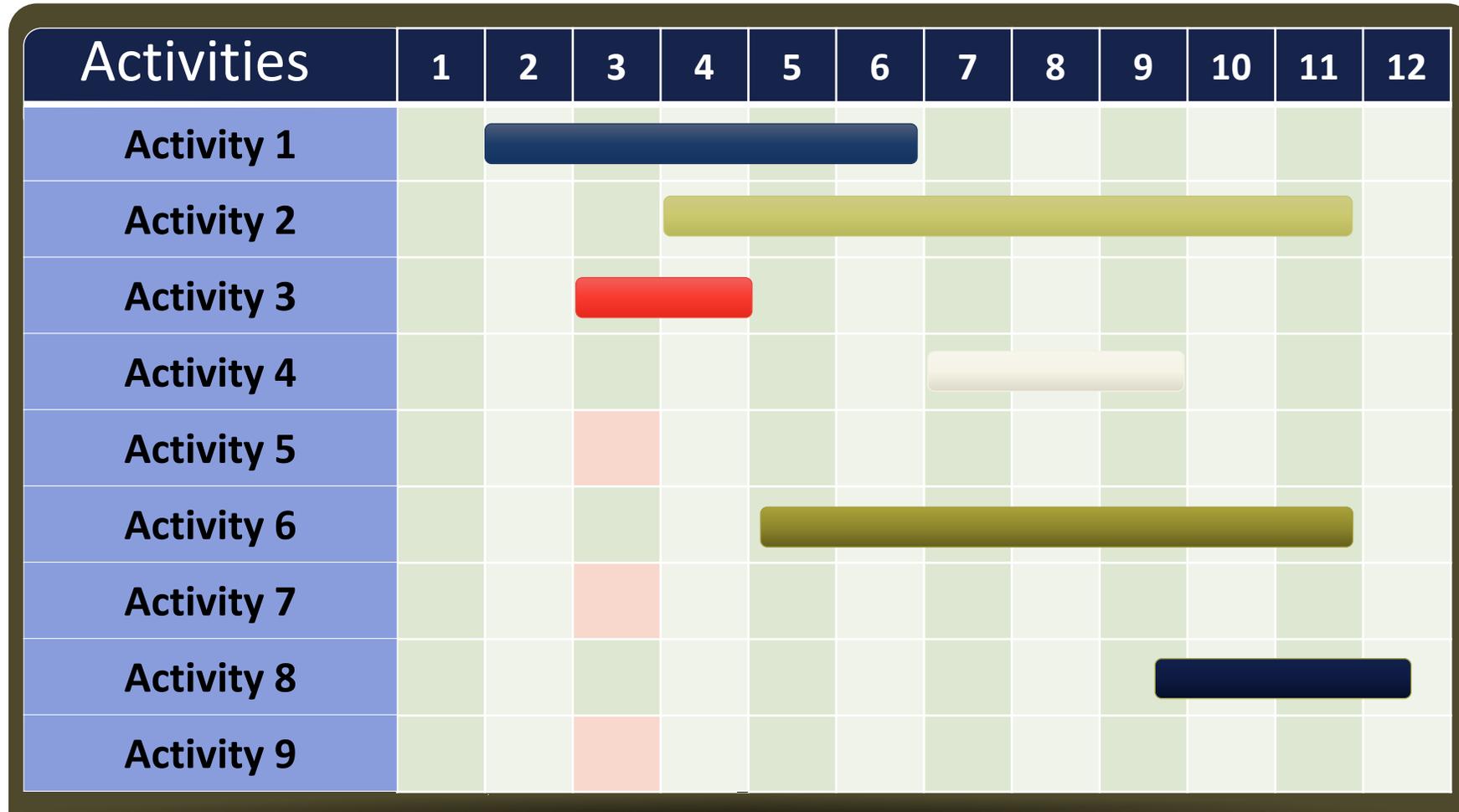
# 1. Plan



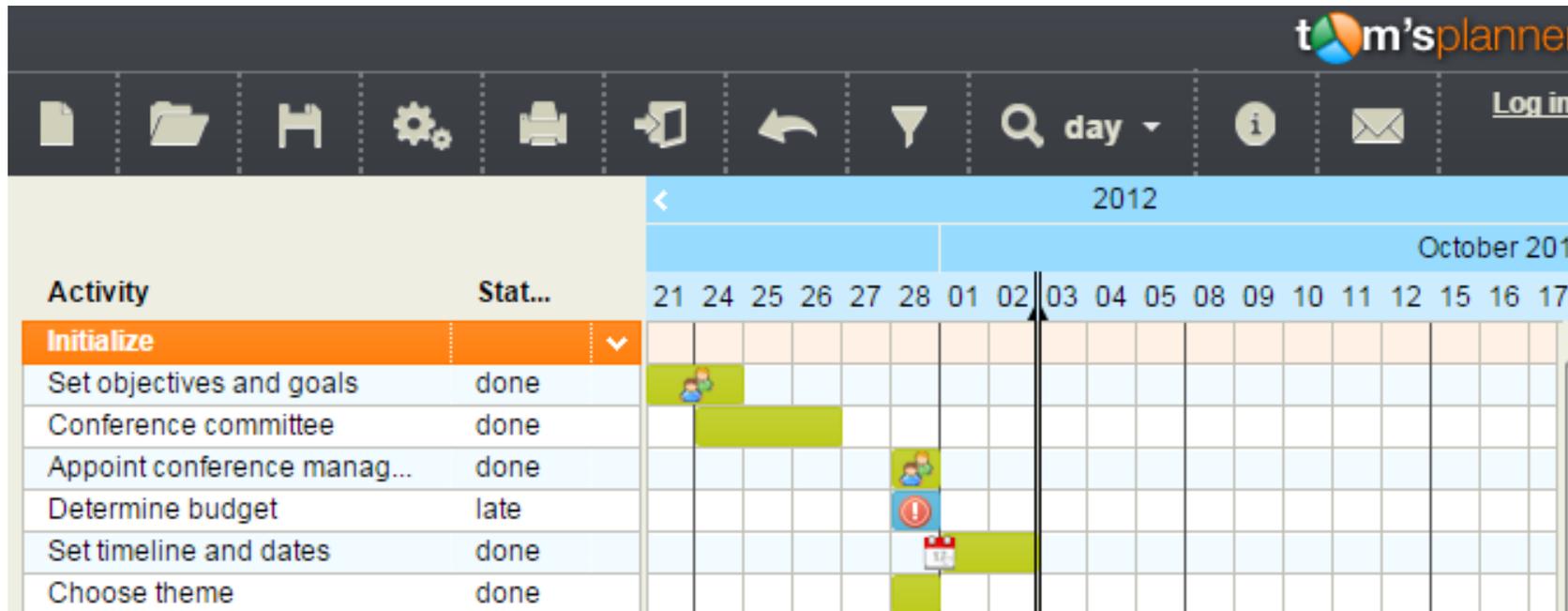
# Setting Priorities

1. **List** tasks
2. **Ask** yourself, what tasks you need to do & what can be assigned, delegated or shared
3. **Align** your priorities with those of your organization and project

# Gantt Chart



# Gantt Chart Tools



■ Excel

■ Tom's Planner



## 2. Assign

- To be successful, be sure everyone understands:
  - What needs to be accomplished
  - Time frames or deadlines
  - The resources available
  - The scope of authority they have



# Collaboration Tools



- Google Drive
- Smart Sheet
- Basecamp

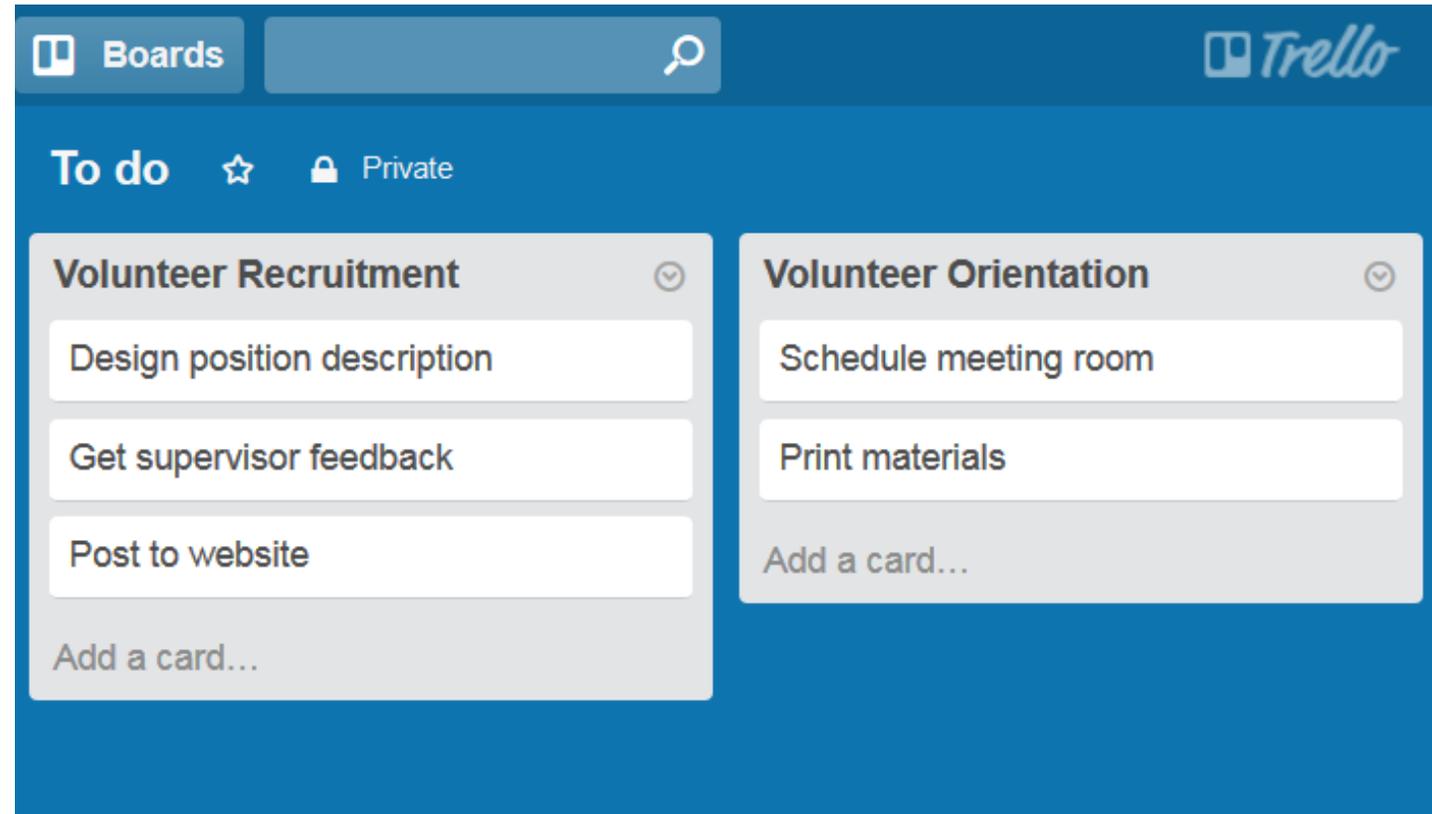
# Daily “To do” List



- Write it down
- Overestimate time
- Hours in your work day
- List the most important tasks first
  - **A** = Must get done
  - **B** = Complete; only after A's are completed

# To Do Lists Tools

- Google/ Outlook tasks list
- Notes app (on phone)
- To-Doist.com
- Trello.com →



# Overcoming Information Overload



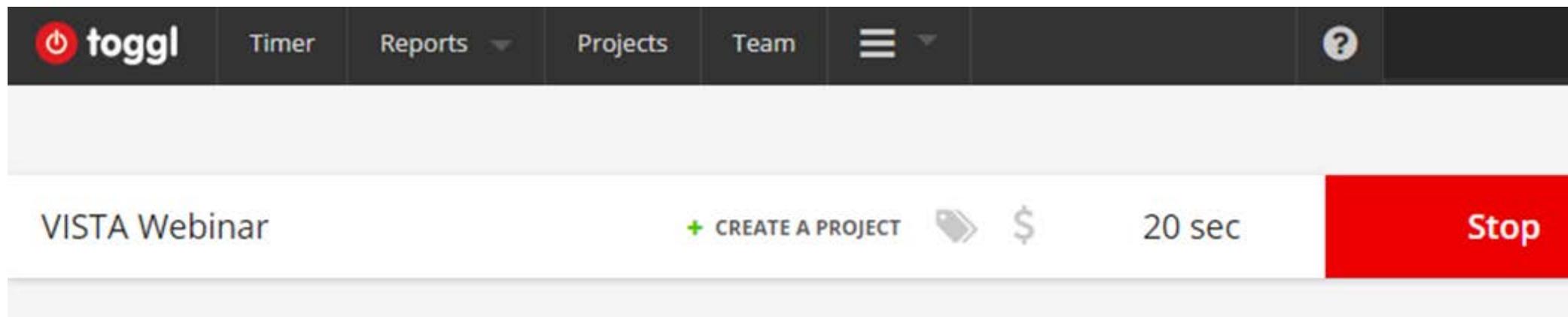
- Give yourself permission not to know everything
- Trash, scan, recycle
- Create and carry a reading file of reading material

# 3. Control

- Use the tools
- Create check in points
- Ask questions
- Follow Up



# Tools for Tracking Time



- Toggl.com 
- RescueTime.com
- FocusBooster.com

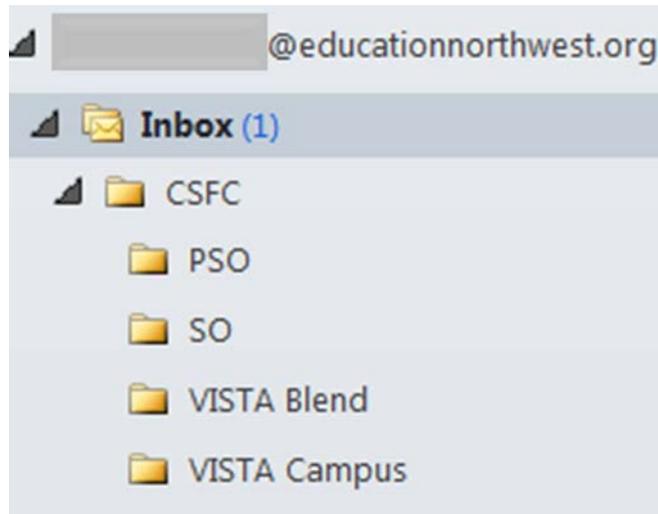
# Filing Tips

- Files to create:
  - Tickler or reminder file
  - Ideas and plans file
  - Reading file
  - Travel file
- Consider:
  - Version control systems
  - Back up files

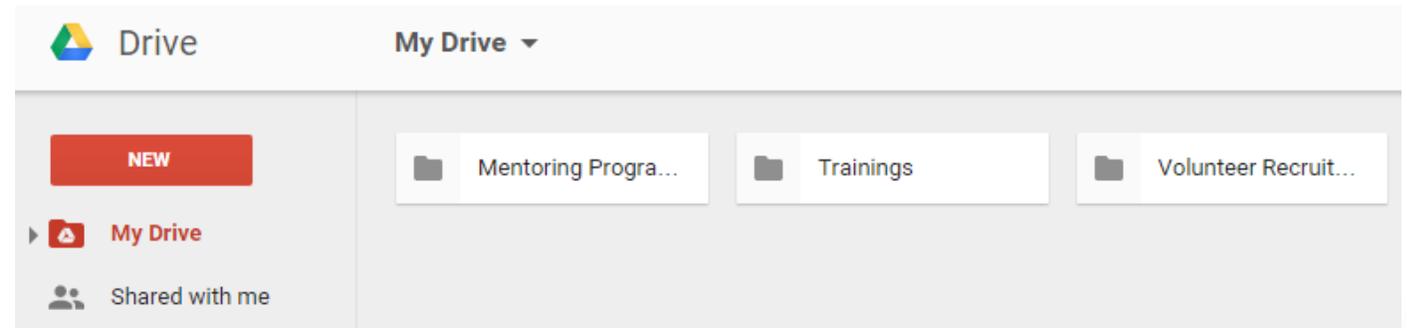


# Tools for Filing

- Email folders



- Google drive folders



# Poll Question

- Which file has helped you become more effective?
  - Tickler or reminder file
  - Ideas and plans file
  - Reading file
  - Travel file
  - Back ups
  - I don't use any of these files currently

# 4. Evaluate

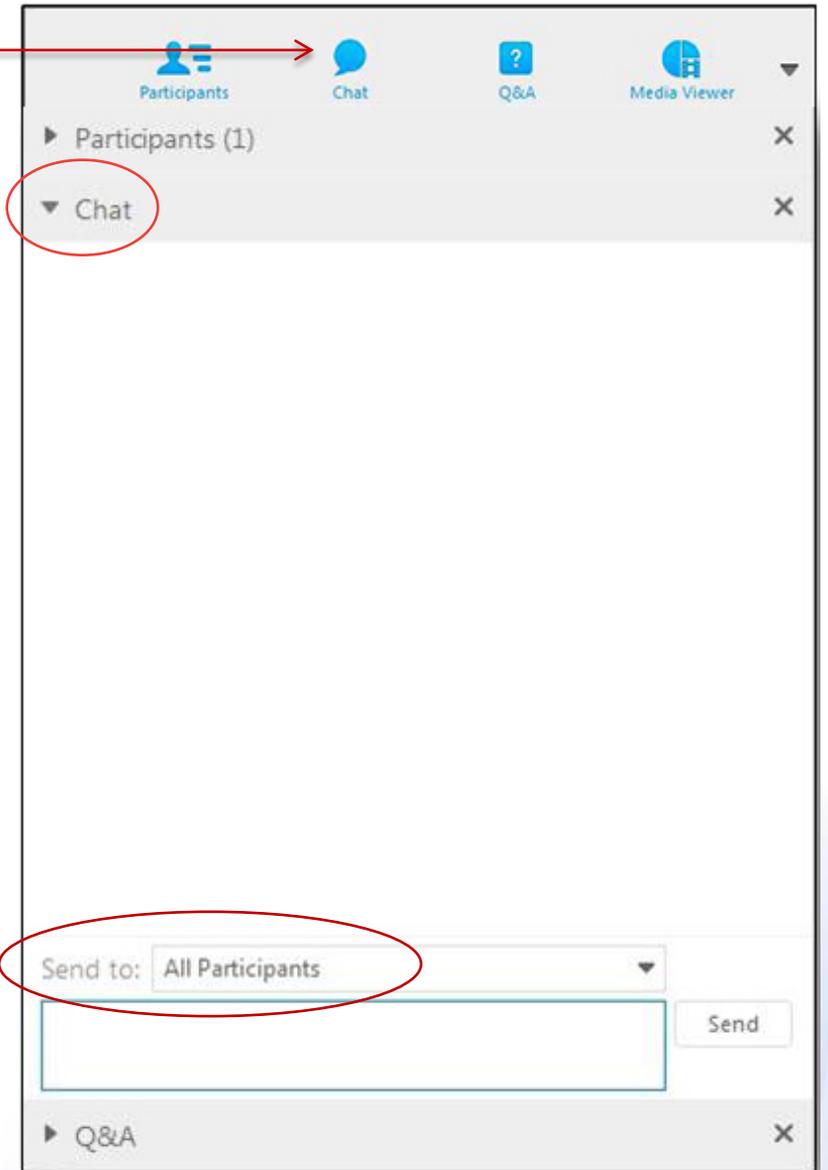


- Go back and review your initial goals, milestones and timelines
- Did you meet them?
- If yes, celebrate
- If no, identify what happened and correct

# Chat Question

- Please share 1 or 2 time management tools that you find effective.

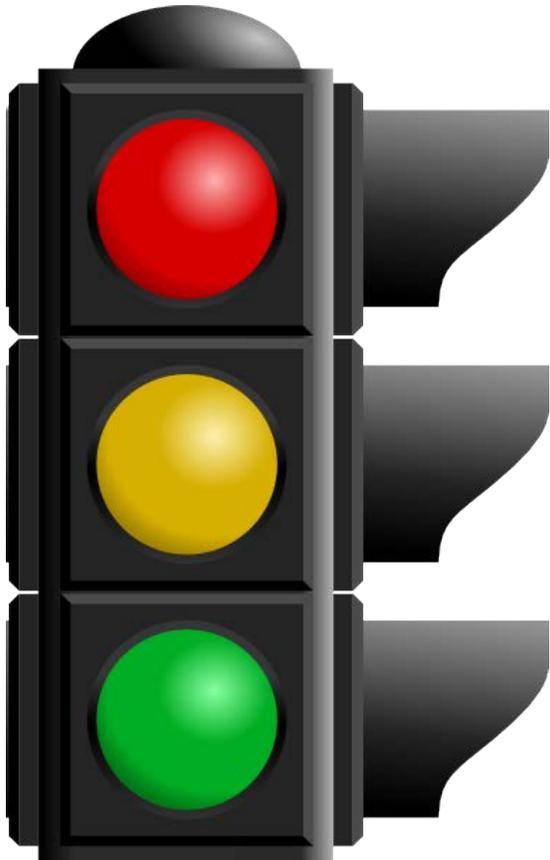
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# Next Steps

1. Identify 1 or 2 new actions to begin
2. Get a support partner
3. Be intentional and consistent with actions for 6 weeks
4. Experience success: actions are now habits.
5. Identify 1 or 2 new actions to begin
6. Repeat process

# Please Share



- One thing you need to stop doing
- One thing you need to keep doing

# Resources

- *The One Thing*, Gary Keller & Jay Papsan, Bard Press, 2013
- *First Things First*, Stephen Covey, A Merrill, & Rebecca Merrill, Simon & Schuster, 19994
- *Time Traps*, Todd Duncan, Thomas Nelson, 2010
- *The Time Trap: The Classic Book on Time Management*, Alec Mackenzie & Pat Nickerson, AMACOM, 2009

# Evaluation

- Please take a few moments to share your feedback. How can we improve these sessions? What topics should we include in future webinars?
- Thank you very much for your time and participation!

# Questions ?

- To ask a question verbally, call in using the number on this slide and press \*1
- To ask a question electronically, use the Q&A feature located in the bottom right corner of the screen. Please ask “All Panelists”

The screenshot shows a user interface with a sidebar on the left containing three items: 'Participants (2)', 'Chat', and 'Q&A'. The 'Q&A' item is highlighted with a red circle. Below it is a dropdown menu showing 'All (0)'. The main area is mostly empty. At the bottom, there is a text input field with a dropdown menu labeled 'Ask:' and 'All Panelists' selected. This dropdown is also highlighted with a red circle. To the right of the input field is a 'Send' button.

# Thank You for Your Participation!

If you have further questions or for more information, contact us:  
[VISTAwebinars@cns.gov](mailto:VISTAwebinars@cns.gov)

**Our next webinar:**

**Understanding Poverty Choices—a Behavioral Economics Approach**

May 27<sup>th</sup>, 2015

2:00pm Eastern

*Visit the Webinars for VISTAs page on the VISTA Campus  
for a complete schedule of VISTA webinars*