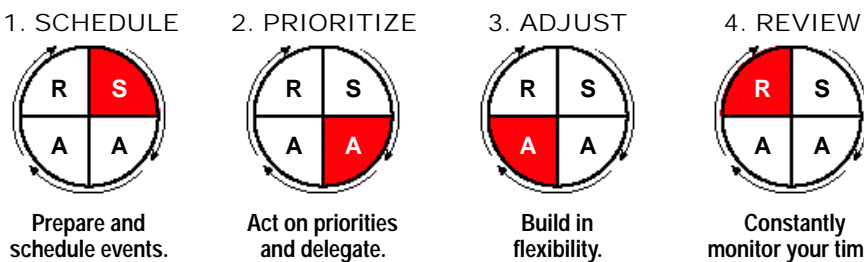


# Effective Time Management

Unfortunately, there is no one foolproof formula to help us make more effective use of our time. Any plan we devise will have to be based on our own individual responsibilities and changing circumstances and priorities. However, there are several strategies each of us can adopt to spend the time we have on what is most important to us. This One Page Coach® explains these strategies in a four-stage continuous-improvement learning model. The four stages are: **SCHEDULE**, **PRIORITIZE**, **ADJUST**, and **REVIEW**. The circles to the right and the information below describe each stage of the process. A system that can be copied and used every day to help you manage your time is provided on the reverse side.

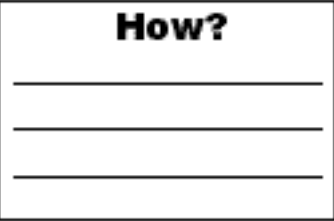


1. SCHEDULE	<div>► Plan the use of your time.</div> <div><div>1. Keep a daily time log for a typical week, noting each activity and how much time is consumed.</div><div>2. Analyze your current use of time.</div><div>3. Identify activities and tasks that appear to be trivial or unimportant.</div></div> <div></div>	<div>► Design a “to-do” list.</div> <div><div>1. Focus on what is really important to achieve.</div><div>2. Carefully assess “urgent” issues and confirm their importance.</div><div>3. Write out a “to-do” list of the important items in an action-oriented or outcomes-focused way.</div></div> <div></div>	<div>► Pay attention to priorities.</div> <div><div>1. On your list of urgent tasks, note the important or priority items (A = Must do, B = Should do, C = Nice-if-there's-time).</div><div>2. Determine the highest priorities, <u>regardless</u> of when they need to be completed.</div><div>3. Think about <u>how</u> priorities can best be dealt with.</div></div> <div></div>	<div>► Prioritize daily and weekly activities.</div> <div><div>1. Create a final list of “to-do” items in an overall rank order.</div><div>2. Assign deadlines or target-completion times.</div><div>3. Re-order the list to include immediate, daily, and weekly activities (I, D, W).</div></div> <div></div>
2. PRIORITIZE	<div>► Do something with every issue.</div> <div><div>1. Recognize that prioritization is a constant exercise best done from a “clear” desk.</div><div>2. Make sure that every task, piece of paper, call, or event is handled only once.</div><div>3. Every issue should be immediately logged, filed, delegated, or disregarded (i.e., avoid in-trays, piles of paper, wads of phone messages, etc.).</div></div> <div></div>	<div><div><div>MANAGE</div><div><div><div>Crises</div><div>Reactive problem-solving</div><div>Some meetings</div><div>High-level demands</div></div></div></div><div></div></div>	<div><div><div>PLAN</div><div><div>Preparation tasks</div><div>Prevention tasks</div><div>Relationship-building</div><div>People management</div></div></div></div> <div></div>	

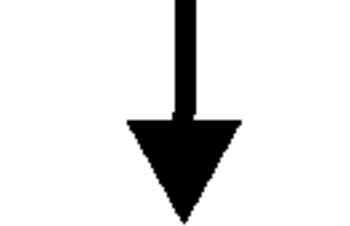
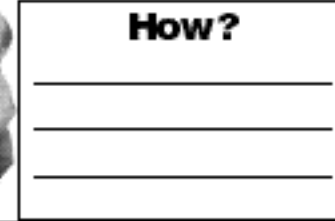
## Time Management: Checklist



Take time to rest  
Build in quiet time  
Work, rest, and play



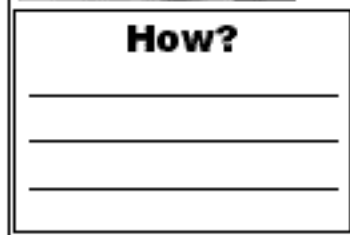
Focus on key issues  
Think ahead  
Daydream



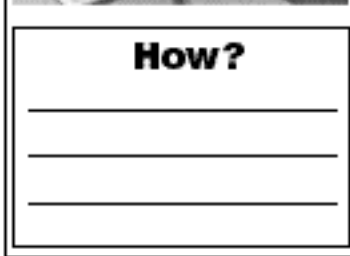
## Date: \_\_\_\_\_

People to see/Discussion topics	Letters/Reports to write	Long-range tasks

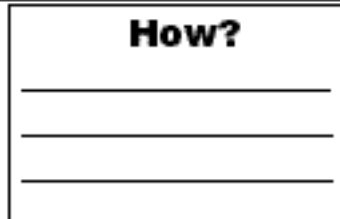
Respond to memos  
Initiate projects, action  
Make notes



- List tasks
- Prioritize
- Set deadlines



Schedule time to read  
Prioritize important material  
Digest key information



List calls to make  
Plan meetings  
Make time for 'drop-in'  
chats

