



# MANAGING TIME

**IMPROVEYOU**  
*College of Engineering Staff Mentoring Program*

Beth Hartmann  
October 12, 2016

# Why Did You Ask for This Topic?

- I don't seem to have enough time to get everything done.
- I am not as productive as I would like to be.
- I can never get to my long-term projects.
- I often miss deadlines.



# 5 Steps to Managing Time



1. Assess Yourself
2. Develop a Plan
3. Execute Your Plan:  
Time Boxing
4. Keep Yourself on Track
5. Reassess Yourself

# 1. Assess Yourself

- Track your time
  - 24 hours a day?
  - Work hours?



	MON	TUE	WED	THU	FRI	SAT	SUN
6:00 AM	Gym						
7:00 AM	Shower						
8:00 AM	Arrive/Email						
9:00 AM	Meeting						
10:00 AM	Meeting						
11:00 AM	Course prep						
12:00 PM	Teach						
1:00 PM	Lunch						
2:00 PM	Teach						
3:00 PM	Email						
4:00 PM	RB						
5:00 PM	Teaching						
6:00 PM	Dinner						
7:00 PM	Email						
8:00 PM	Course Prep						
9:00 PM							
10:00 PM							
11:00 PM	Sleep						
12:00-6:00 AM	Sleep						

## Track what you do each day

- Use more detailed sheet to track every 30 minutes or 15 minutes
- More details = more information
- Look for places where you waste time:
  - Socializing
  - Unwinding before or after meetings
  - Chatty colleague
  - Lose steam after 3 pm

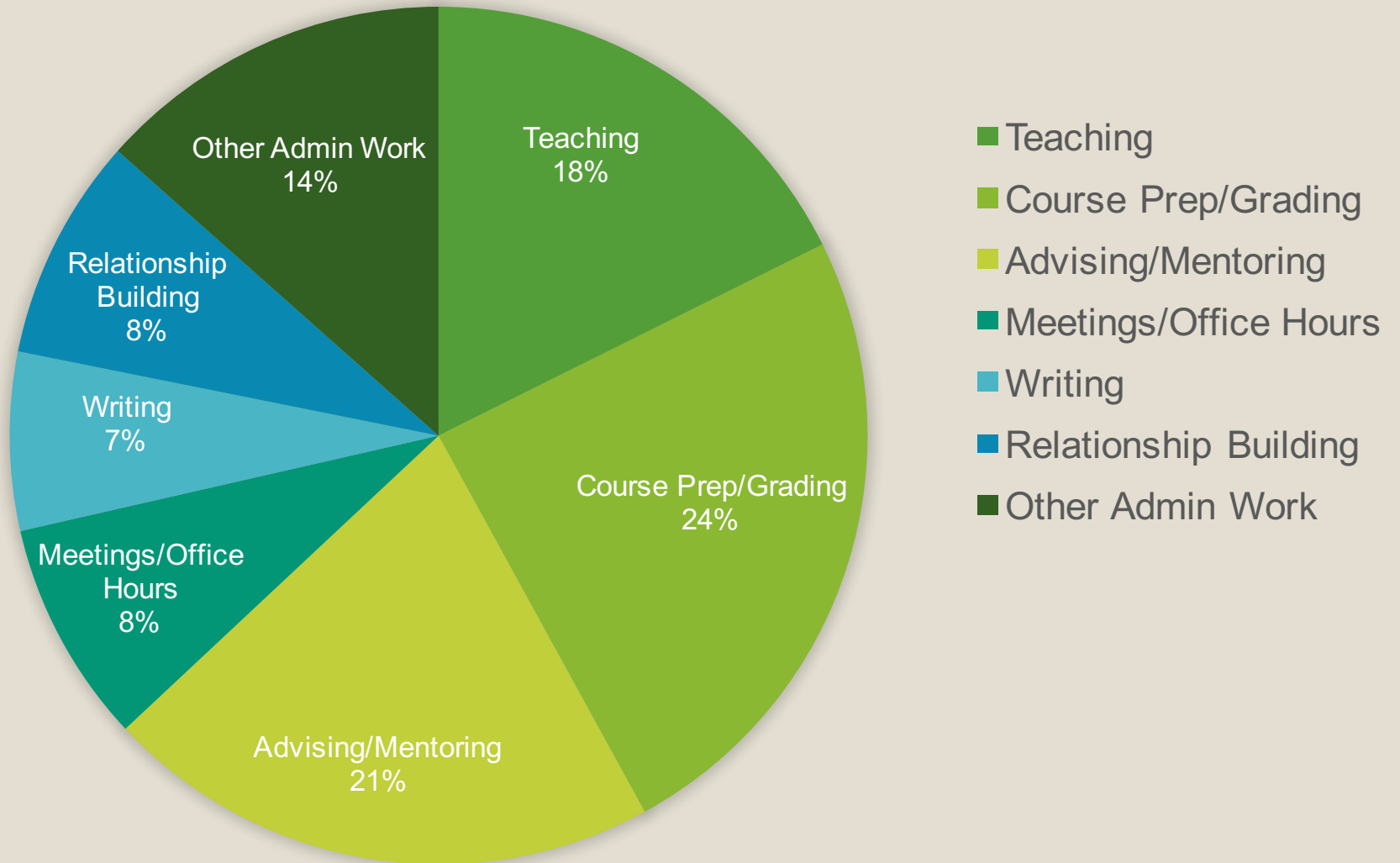
Time tracking exercise

# Sample Tracker

Week Ending 9/24	Teaching	Course prep/grading	Advising/Mentoring	Meetings/Office Hours	Writing	Relationship Building	Other Admin Work	Total time/day
<b>MON</b>	3 hrs	2.5 hrs	2.5 hrs	1 hrs	0 hrs	0 hrs	0 hrs	9.5 hrs
<b>TUE</b>	0	2	4	0	0	2	1	9 hrs
<b>WED</b>	2	3	0	1	0	2	2	10 hrs
<b>THU</b>	2	2	1	2	0	1	1	9 hrs
<b>FRI</b>	1	1	5	1	0	0	0	8 hrs
<b>SAT</b>	0	2	0	0	0	0	2	4 hrs
<b>SUN</b>	2.5	2	0	0	4	0	2	8 hrs
<b>TOTAL</b>	10.5 hrs	14.5 hrs	12.5 hrs	5 hrs	4 hrs	5 hrs	8 hrs	59.5 hrs
<b>% of time</b>	17.6%	24.4%	21.0%	8.4%	6.7%	8.4%	13.4%	100%

See p. 18

# TIME TRACKING CHART



See p. 19

## 2. Develop a Plan

- Reclaim your time
- Create a big-picture vision (see p. 29)
  - Priorities, goals, time allocations & key tasks
- Do a reality check





### 3. Execute Your Plan: Time Boxing



- Time Boxing = Calendar + To-Do List
- Schedule meetings with yourself (see p. 44)

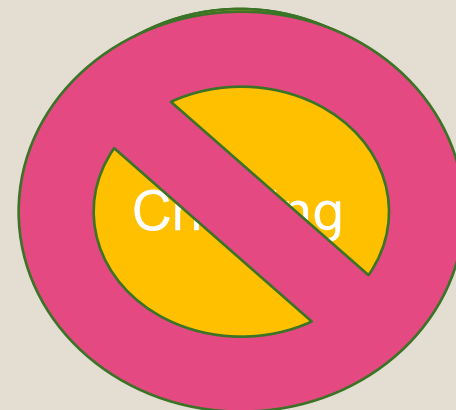
May be difficult to do with a service/admin position

# Time Management Matrix (see pp. 46-47)

	URGENT	NOT URGENT
IMPORTANT	<p><b>Quadrant 1 (Q1)</b></p> <ul style="list-style-type: none"> <li>• Crises/Emergencies</li> <li>• Pressing Problems</li> <li>• Deadline-Driven Projects</li> <li>• Last-Minute Preparations</li> </ul> <p>MANAGE</p>	<p><b>Quadrant 2 (Q2) a.k.a. "Big Rocks"</b></p> <ul style="list-style-type: none"> <li>• Planning</li> <li>• Prevention</li> <li>• Long-term Projects</li> <li>• Relationship Building</li> <li>• Health/Recreation</li> <li>• Self-Development</li> </ul> <p>FOCUS</p>
NOT IMPORTANT	<p><b>Quadrant 3 (Q3)</b></p> <ul style="list-style-type: none"> <li>• Interruptions</li> <li>• Some Calls</li> <li>• Some Email/Mail</li> <li>• Some Reports</li> <li>• Some Meetings</li> <li>• Somebody Else's Problems/Needs</li> </ul> <p>USE CAUTION OR AVOID</p>	<p><b>Quadrant 4 (Q4)</b></p> <ul style="list-style-type: none"> <li>• Trivia</li> <li>• Busywork</li> <li>• Some Email/Mail</li> <li>• Some Phone Calls</li> <li>• Time Wasters – Social Media, TV, Gossiping, Etc.</li> </ul> <p>AVOID</p>

## 4. Keep Yourself on Track

- Manage your deadlines
- Overcome procrastination
- Avoid interruptions
- Think on your feet



## 5. Reassess Yourself

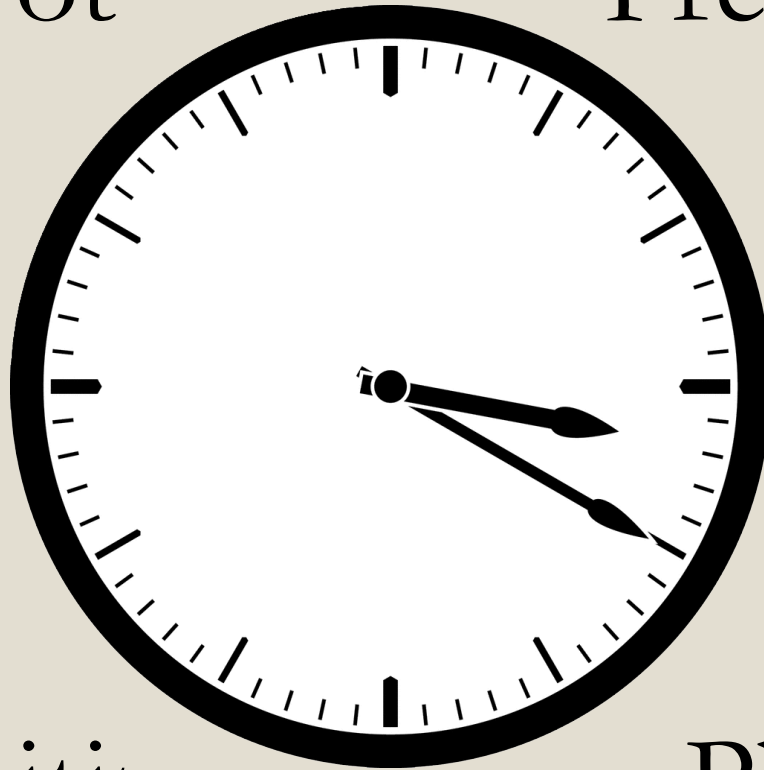


- Are you still on track?
- Answer questions on pp. 70-71
- Getting back on track

Go back to your big-picture vision

Pivot

Prepare



Prioritize

Plan



THANK YOU

**IMPROVEYOU**

*College of Engineering Staff Mentoring Program*