

# Time Management

*Good time management allows you to accomplish more in less time. You know – work smarter, not harder. Masters of time management plan their schedule, organize their tasks, and successfully divide their time between activities. Managing your time wisely has many benefits – for you and those who work with you!*

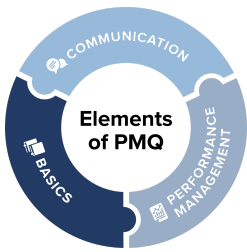
## The benefits of managing time include:

- Richer work-life integration
- Less stress
- Increase efficiency
- More creativity and innovation
- Better work quality
- Timely delivery of projects
- Positive impacts on mental health
- Sustainable schedule

## How do you spend your time?

The best way to understand how your habits is to complete a time study on yourself by categorizing how you spend your time on a weekly basis. Use this sample template and add categories as needed to fit your duties:

Task Category	Time Spent
Email	
Meetings	
Social media	
Projects	
Messaging to staff, peers and boss	
Employee relations/legal	
Staff questions/addressing issues	
Other	
<b>Total hours</b>	



*Now, analyze where you are spending most of your time. Is it on the ideal tasks for your position? If not, identify time wasters that are in your control.*

## Here are some common time wasters and ways to mitigate them:



### Lack of organization

- Plan the next day the afternoon before.
- Review your schedule and plan for the day and stick to as much as possible.



### Unnecessary and unproductive meetings

- Delegate someone else to go, if appropriate.
- Let the organizer know you have a time limit or a hard stop to keep to the schedule.
- Skip a long meeting and instead speak with the organizer afterwards to learn key information.
- Encourage making decisions without long meetings.

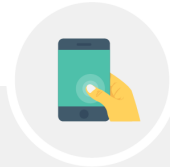


### Digital garbage

- Social media has its place but learn to manage what is important and urgent and what is not.
- Turn off notifications or remove them from your phone or workspace entirely if you need to focus on a project.



## Time Management Tips and Tricks



### Technology can support time management

- **Smartphone:** Take notes on a smart phone app or document notes that come to mind during the day.
- **Turn off notifications:** Consider turning off or silencing your smart phone notifications and email. Notifications can throw you off track both visually and audibly when you're trying to complete a task.
- **Laptop/desktop:** Turn off new email notifications and block time on your calendar to complete project work and address non-urgent messages. Turn off your computer every evening.



### Calendar

- **Block time on your calendar** for individual work on projects.
- **Schedule** a block first thing in the morning and late in the day to address priority items.
- **Prepare** for meetings ahead of time.