Time Management

IIA CAST Meeting, April 1, 2010
Presented by Chad Murphy
Famous Quotes:

“If you want to make good use of your time, you’ve got to know what’s most important and then give it all you’ve got.”
Lee Iacocca

“Time is what we want most, but what we use worst.”
William Penn
Objectives:

- Understanding the importance of goal setting and how it relates to time management.
- Identify tools to help manage your time.
- Implementation of your new time management tools.
What is Time Management?

Time management is the **effective use of tools and techniques** to manage one’s **priorities** to achieve their goals.
Why Set Goals?
Too Many Choices

LET ME KNOW WHICH GROUP I SHOULD STOP WORKING ON.

ESSENTIAL CRITICAL MUST-HAVE
Time is Limited
Time is Precious
Setting Goals
S.M.A.R.T.E.R. Goals

Specific – Add details to your goals

Measurable – Gives you benchmarks or milestones

Actionable – Could be goals set to meet larger goals

Realistic – Don’t set yourself up for failure

Timely – Create deadlines

Exciting – If you aren’t excited about them you will lack focus

Reviewed – Revisit your goals to stay focused
Building Blocks
Tools
Task List

Discuss XBRL Support
Thu 9:00 AM - 9:30 AM
Chad to call Erika at 713 982 4675; Ordway, Erika (US - Houston)

Present at the IIA
Thu 10:00 AM - 1:00 PM
CityPlace

AERS Advisory Consultant through Manager Year-End Performance Evaluation Process Webcast
Thu 1:00 PM - 2:00 PM
See Dial-in Information and URL below; US AERS Internal Communications (US - New York)

Task Subject | Start Date | Reminder... | Due Date | In Folder | Categories
---|---|---|---|---|---
Check here to add a new Task

- Due Date: Tomorrow
  - Prepare for XBRL Meeting
    - Wed 3/3...
    - None
    - Thu 4/1/...
    - Tasks
  - Prepare for ARC meeting
    - Wed 3/3...
    - None
    - Thu 4/1/...
    - Tasks

- Due Date: This Week
  - Scorecards
    - None
    - None
    - Fri 4/2/2010
    - Tasks

- Due Date: Next Week
  - Counseling Discussion
    - Wed 3/3...
    - Sun 4/1/...
    - Fri 4/9/2010
    - Tasks
  - Schedule Fishing Trip for vacation
    - Wed 3/3...
    - Wed 4/14/...
    - Fri 4/9/2010
    - Tasks
  - Book Airline Tickets for Murphy trip
    - Fri 4/9/2010
    - None
    - Fri 4/9/2010
    - Tasks

- Due Date: Later
  - MetroPCS - 2010 Planning
    - None
    - None
    - Sat 5/1/2010
    - Tasks
  - DTAG Planning
    - None
    - None
    - Thu 7/1/2010
    - Tasks
Others?

- To-Do List
- Email
- PDA
- Instant Messaging
- File Organization
- Time Management Log (Time Tracking)
- Delegation
Implementation
# Track Your Time:

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Priority</th>
<th>Comments/results/energy</th>
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Identify Time Wasters:

- Email
- Personal disorganization
- Inability to say "No" to anybody with a request
- Interruptions
- Meetings (1/3 of time preparing than actually spent)
- Multi-Tasking
- Unclear objectives and priorities
- Lack of planning
- Stress, anxiety and fatigue
From Analysis to Change
Key Tools to Develop:

- Goals
- Calendar/Planner
- Task List
- Organization
- To-Do List
Questions?