

# 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.

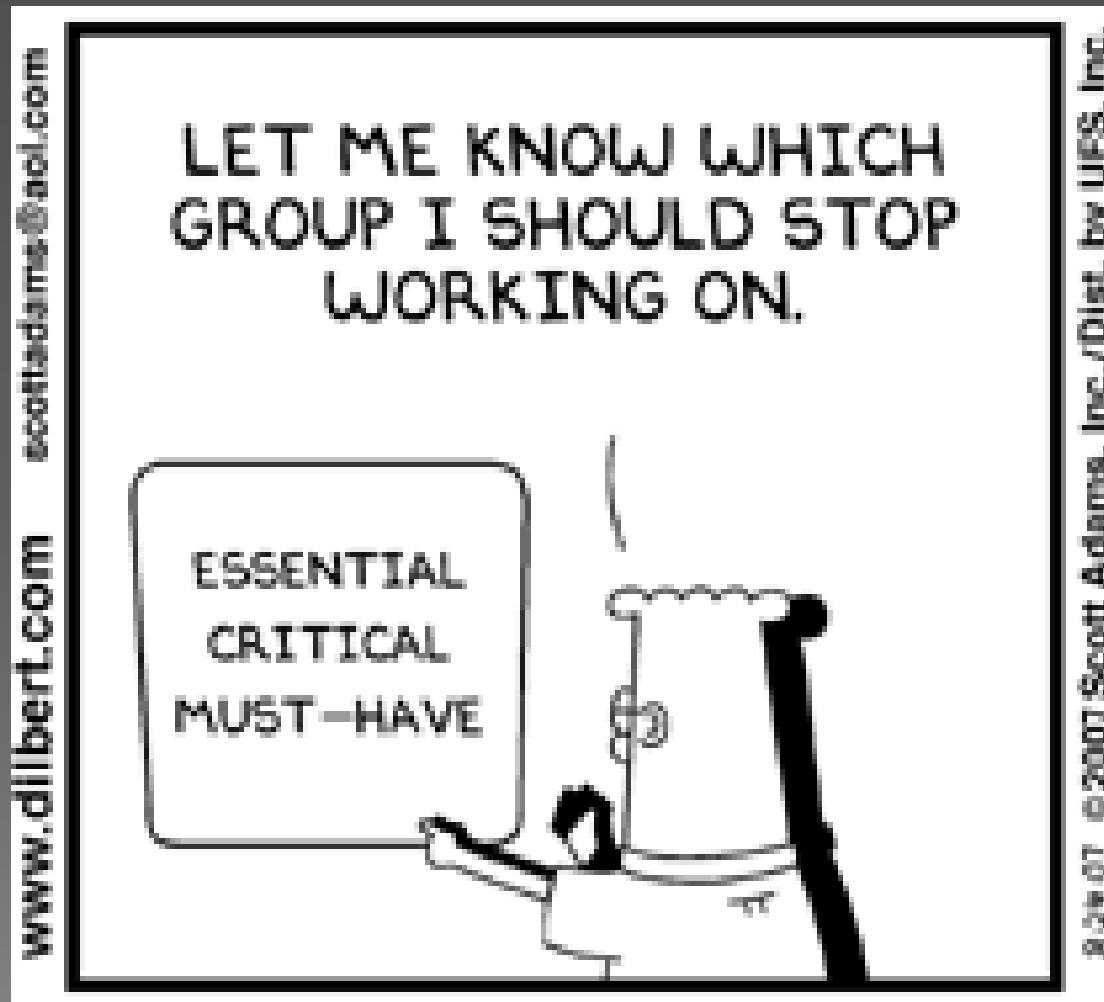
# What is Time Management?



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



Time is Limited



Time is Precious

# Setting Goals



# S.M.A.R.T.E.R. Goals

**S**pecific – Add details to your goals

**M**easurable – Gives you benchmarks or milestones

**A**ctionable – Could be goals set to meet larger goals

**R**ealistic – Don't set yourself up for failure

**T**imely – Create deadlines

**E**xciting – If you aren't excited about them you will lack focus

**R**eviewed – Revisit your goals to stay focused

# Building Blocks



# Tools

# Task List

**To-Do Bar** >> X

◀ March 2010      April 2010      May 2010 ▶

Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
28	1	2	3	4	5	6	4	5	6	7	8	9	10	2	3	4	5	6	7	8
7	8	9	10	11	12	13	11	12	13	14	15	16	17	9	10	11	12	13	14	15
14	15	16	17	18	19	20	18	19	20	21	22	23	24	16	17	18	19	20	21	22
21	22	23	24	25	26	27	25	26	27	28	29	30	23	24	25	26	27	28	29	
28	29	30	31										30	31	1	2	3	4	5	

**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	🔍	🗑️
Click here to add a new Task							
<b>📅 Due Date: Tomorrow</b>							
Prepare for XBRL Meeting	Wed 3/3...	None	Thu 4/1/...	Tasks			🚩
Prepare for ARC meeting	Wed 3/3...	None	Thu 4/1/...	Tasks			🚩
<b>📅 Due Date: This Week</b>							
Scorecards	None	None	Fri 4/2/2...	Tasks			🚩
<b>📅 Due Date: Next Week</b>							
Counseling Discussion	Wed 3/3...	Sun 4/11/...	Fri 4/9/2...	Tasks			🚩
Schedule Fishing Trip for vacation	Wed 3/3...	Wed 4/14/...	Fri 4/9/2...	Tasks			🚩
Book Airline Tickets for Murphy Trip	Fri 4/9/2...	None	Fri 4/9/2...	Tasks			🚩
<b>📅 Due Date: Later</b>							
MetroPCS - 2010 Planning	None	None	Sat 5/1/2...	Tasks			🚩
DTAG Planning	None	None	Thu 7/1/...	Tasks			🚩

All folders & TM\_Notes.doc - Microsoft Word Microsoft Exchange ▾

# Calendar

← → March 28 - April 03, 2010 Search Calendar 🔍

	28 Sunday	29 Monday	30 Tuesday	31 Wednesday	1 Thursday	2 Friday	3 Saturday		
				Paige's Fieldtrip					
10 am		Seminar *2200 Ross Ave., Dallas, TX 75201; 14th Floor Training Room	Seminar *2200 Ross Ave., Dallas, TX 75201; 14th Floor Training Room	CP Sector M Audio Confe US Consur@	Present at the IIA CityPlace				
11 00						Lunch with Enesco- Jeremy TBD Parette, Paul			
12 pm									
1 00							Town Hall Planning Touch 1-888-998-2663, Participant McAllister, Lyndsey (US - D)@	AERS Advisory Consultant t See Dial-in Information and US AERS Internal Communic	Invitation: Discuss Dean Foods 2010 IT ICFR chris_hambric@deanfood.com
2 00									Hunter Football Field #1
3 00				ID10 Meet@	Impact Day 2 Grauwyler Re Sanders, Sett	Meet with the ARC and Gravlyler Rec			
4 00									
5 00				Robert's in town--Happ Hour!!!! The Ginger M Ortiz, Karol (l					
6 00		Hunter Soccer Lake Park #8	Paige Softball Bakersfield #		kids birthday party				
7 00									

Tasks: 2 Active tasks

# Others?

- To-Do List
- Email
- PDA
- Instant Messaging
- File Organization
- Time Management Log (Time Tracking)
- Delegation

# Implementation

# Track Your Time:

<b>Time management log</b>			
<b>Name:</b> _____		<b>Today's date:</b> _____	
<b>Today's daily goals</b>			
<b>Goal 1:</b> _____	<b>Goal 3:</b> _____	<b>Goal 5:</b> _____	
<b>Goal 2:</b> _____	<b>Goal 4:</b> _____	<b>Goal 6:</b> _____	
<b>Priority: A - Important; B - Somewhat Important; C - Not Important; * - Urgent</b>			
<b>Time</b>	<b>Activity</b>	<b>Priority</b>	<b>Comments/results/energy</b>



# 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?

