

# Time Management

**Impossible**

**The Issue is Your  
Productivity**



# No Such Thing as Time Management

- **Can't create any more hours, days, months, years**
- **Never enough time to do everything**
- **Always enough time to do the most important things**
- **The problem is how we manage ourselves**



# What Are You Doing Tomorrow?

- Write down your list
- Pick the three most important things
- What did you leave out and why



# Selecting the 3 Most Important Tasks

- 1. Those activities that will yield the most positive results for your organization**

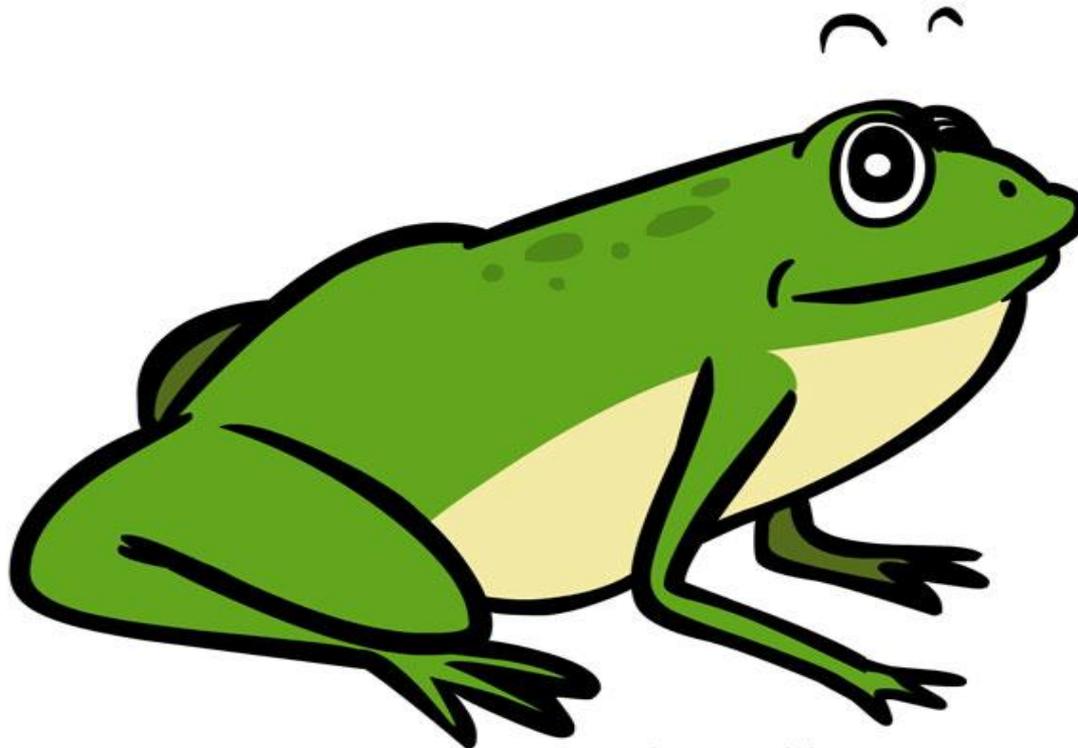
**(20% of your list will get 80% of the results)**

- 2. Things that are important to your career and your family**



# Eat The Frog First

- There is always one thing on your to-do list that you don't really want to do.



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# What About Other Items on Your To-Do List?

**Get Rid of Them! They Don't Make any Difference.**



# Maximizing Your Productivity

- **Making a To-Do list saves you time: one minute of list writing saves you 10 minutes of execution**
- **Make your list at night, right before sleep**



# Other Tips to Increase Productivity

- **Use Technology – email management**
- **Avoid interruptions; Say “no”**
- **Resist temptation to focus on little stuff**
- **Push yourself**
- **Only touch each piece of paper once**



# Ideas to Be More Productive

- **Energy Management**
- **Delay opening email till noon; hide your phone**
- **Pay attention to room temp – cool is better**
- **Sit up or stand**
- **Reward your hard work**



# Ideas to be More Productive

- **Review priorities with Supervisor**
- **Anticipate the needs of others and schedule them**
- **De-clutter your space; discard what is not being used.**
- **Improve your skills – learn to speed read**



# Ideas to Become More Productive

- **Push Yourself**
- **Only touch each piece of paper once**
- **Simplify clothing selection and other trivial matters**
- **Do a bad first draft**
- **Making decisions enhances productivity**



# To Be More Productive – Manage Stress

**This is a high risk business – compassion  
fatigue**

- **What are you doing to manage your stress?**
- **How does agency help reduce employee stress?**
- **How does agency contribute to employee stress?**



# Lower Your Stress

- **Orientation and training**
- **Mind-Body Relaxation: Massage; Mindfulness; BioFeedback; Meditation**
- **Music**
- **Humor**

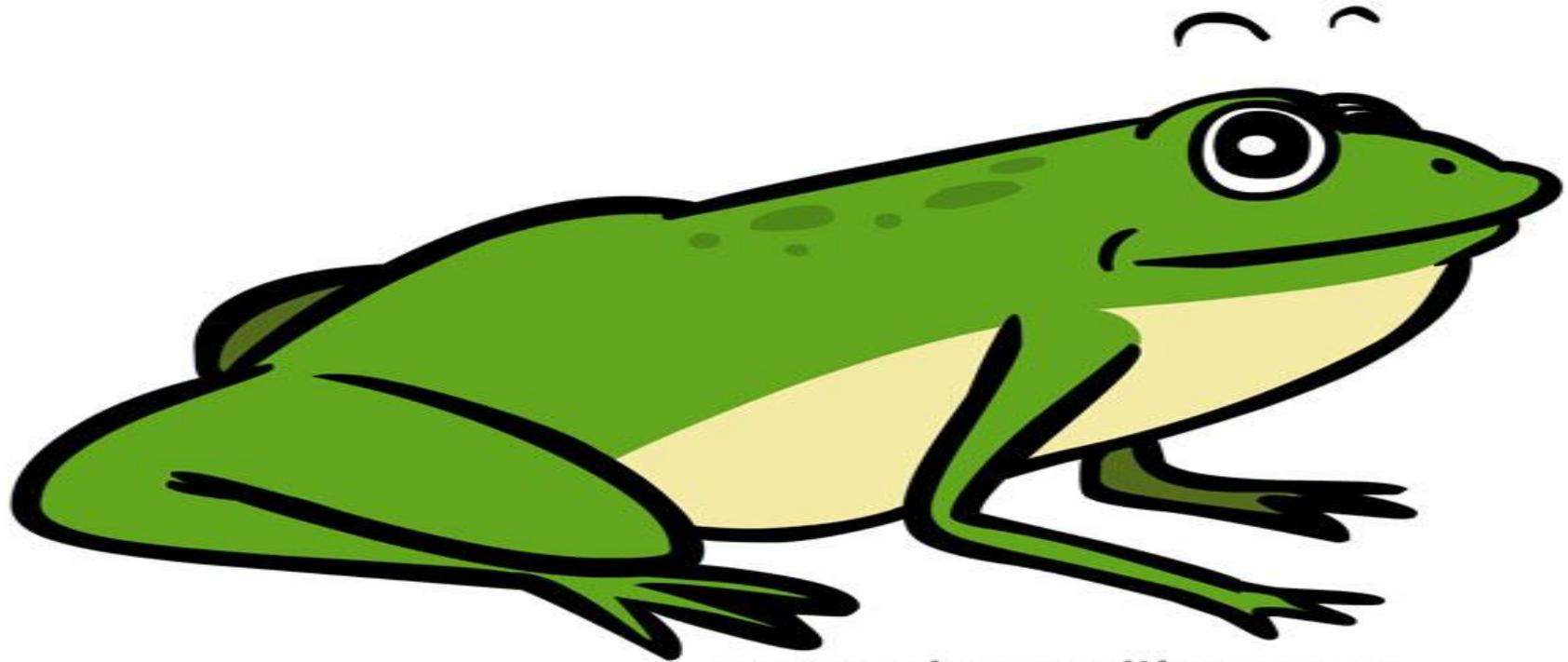


# Lower Your Stress

- **Control Diet**
- **Write**
- **Express Feelings**
- **Do Something You Enjoy**
- **Exercise and Yoga**
- **6+ hours of sleep**



# Remember the Frog...



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