

NEWS FROM THE

Ohio GLT

March, 2018

Question: Why is it that some of us get more accomplished in a day than others ?

Answer: **Time Management**

Did you ever notice that in any group it seems there is one member who always get things accomplished in less time than anyone else?

Is it because they work harder?

Is it because they are smarter?

Is it because they work longer?

I would propose that they get things accomplished because they have mastered the skill of **"TIME MANAGEMENT."**

"Time Management" refers to the way that you organize and plan how long you spend on specific activities. A simple example of "Time Management" is how you deal with your daily emails. If you are responding to your emails as they come in, the constant interruptions prevent you from effectively dealing with the task on hand. If you organize your day to include a block of time for dealing with only responding to emails, for example the hour between three and four in the afternoon, you are

using one of the skills of "Time Management".

This newsletter is focused on giving you an introduction to the skill of "Time Management". The first article tells what "Time Management" entails and some of the benefits. The second article talks about the importance of "Time Management" and the positive effects it has on your life.

The last section of the newsletter is a list of tips to use in improving your skills of "Time Management"

You can find out more about "Time Management" by simply entering the

term into the search engine on your computer. You will find multiple articles on the subject along with many tips to improve your use of time.



What Is Time Management?

Working Smarter to Enhance Productivity



Improve the way that you use your time.

Time Management Definition

“Time management” is the process of organizing and planning how to divide your time between specific activities. Good time management enables you to work smarter – not harder – so that you get more done in less time, even when time is tight and pressures are high. Failing to manage your time damages your effectiveness and causes stress.

It seems that there is never enough time in the day. But, since we all get the same 24 hours, why is it that some people achieve so much more with their time than others? The answer lies in good time management.

The highest achievers manage their time exceptionally well. By using the time-management techniques in this section, you can improve your ability to function more effectively – even when time is tight and pressures are high.

Good time management requires an important shift in focus from activities to results: **being**

busy isn't the same as being effective. (Ironically, the opposite is often closer to the truth.)

Spending your day in a frenzy of activity often achieves less, because you're dividing your attention between so many different tasks. Good time management lets you work smarter – not harder – so you get more done in less time.

What Is “Time Management?”

“Time management” refers to the way that you organize and plan how long you spend on specific activities.

It may seem counter-intuitive to dedicate precious time to learning about time management, instead of using it to get on with your work, but the benefits are enormous:

- ◆ Greater productivity and efficiency.
- ◆ A better professional reputation.
- ◆ Less stress.
- ◆ Increased opportunities for advancement.
- ◆ Greater opportunities to achieve important life and career goals.
- ◆ Failing to manage your time effectively can have some very undesirable consequences:
 - ◆ Missed deadlines.
 - ◆ Inefficient work flow.
 - ◆ Poor work quality.
 - ◆ A poor professional reputation and a stalled career.
- ◆ Higher stress levels.

Spending a little time learning about time-management techniques will have huge benefits now – and throughout your career

The Importance of Time Management in Your Life Dictates the Quality of It

What is the importance of time management in your life and work?

How much does being able to manage your time well actually matter?

- ◆ Time is finite.
- ◆ There are only so many hours in a day, none of which can be reclaimed.
- ◆ How many hours a day do you have left today?
- ◆ Whatever your definition of time management, it can't be stored, saved or borrowed.
- ◆ Once it's gone, it's gone.
- ◆ Time management is about making the most of your time -- and the more you value it the better you'll use it.

Here are 7 good reasons why it's so important to manage your time better than you ever have before:

1) You're more efficient

Better time management can help you do more of what you have to do -- faster. This doesn't mean cutting corners or a decrease in quality. You just do what you have to do quicker so you can do what you want to do sooner.

Work smarter, not harder, and *definitely* not longer than you have to.

2) You feel calmer and more in

Learning time management skills matters because it will reduce the amount of unhealthy stress you feel. There will always be more than enough requests, demands and distractions to deal with.

The good news? You're in the right place if you want to improve your ability to manage time and enhance your peace of mind (one of the key advantages of time management).

3) You're more fulfilled

People often think that getting organized means time management software, lists, planners and diaries, but it goes beyond that. It starts with the choices and decisions you make based on the values you hold.

When you know what matters and you do it efficiently, it's time well spent.

How you function affects how you feel about the whole of your life

4) You have more energy

Strange but true -- the act of finishing tasks often brings a level of satisfaction and energy that makes you feel good. The importance of time management here? It will help you do more of those endorphin releasing activities.

Your ability to manage time has a direct affect on your energy levels.

5) You develop more qualities

Once you apply skills, techniques and strategies, you'll find that they only work in conjunction with qualities that we all have, but don't all use. Patience, persistence, self discipline and learning to be assertive -- all get developed. As you develop your awareness of time, your ability to manage it improves, too. For example, if you are career minded, this is one of the fundamental basic management skills to develop.

6) You achieve what you want to and need to faster

Better time management means you find that you finish more of what you start, sooner. At the level of goals, projects and actions, it can often mean the difference between 'done' and 'doing'. We all know how to waste time, but overcoming procrastination is always possible.

7) You enjoy your life

After all, that's what it's about, isn't it? What's the importance of time management in your life? The more value you put on your time, the greater your ability to learn how to do what matters so you can enjoy life more. Managing how you use your time is a means to an end, but it brings enjoyment and satisfaction in it's own right as well.

The importance of time management depends on the value we place on our time. How much do you

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Tips for Better Time Management

Hopefully you understand the importance good time management has on your success in life. For more material on the subject of time management all that you have to do is enter the term "Time Management" in your search engine. Both of the articles in this newsletter came from such a search. In closing this topic, here are some tips on improving your time management skills.

1. Establish prioritized goals

Without goals, we tend to chase after whatever seems most urgent or is staring us in the face. We get distracted by shiny objects. Establish your priorities by setting yearly, monthly, weekly, and daily goals. Rank each of these goals using the following:

Importance: (A=high, B=medium, C=low)

Urgency: (1=high, 2=medium, 3=low)

Always work on the most urgent and important goals and tasks (A1) first

2. Follow the 80/20 rule

The "80/20 Rule," also known as Pareto's Principle, says that 80 percent of your results come from only 20 percent of your actions. It's a way to prioritize your time against your most important goals. Are you focusing in on the 20 percent of activities that produce 80 percent of the results?

3. Eliminate Electronic Time Wasters

What takes your time away your work? Facebook? Twitter? Email checking? Continuous messaging with friends and family? Stop checking them so often. Set times and limits and wean yourself off of these distractions.

4. Manage your emails and phone calls

For many, emails and phone calls constitute the single biggest obstacle to effective time management. Unless you need to be constantly available and accessible, avoid continuous email notification and let your phone go to voice mail – these things can suck up untold minutes and hours, and make you repeatedly lose focus.

You need to give yourself solid chunks of time to concentrate on your work. Read and respond to emails in blocks only a few times a day so you're not

constantly chopping and changing what you're doing. This may necessitate reconditioning others and their expectations of you, so they won't expect immediate responses but will know that you will respond at specified times

5. Quit multitasking!

Studies have shown that multitasking is diminishing your IQ by at least 20 points! This is because you are split between multiple areas of focus. It's like your computer is running multiple software all at once and you are angry that your system is slow. Single focus is the best gift you can give to yourself (to leave the office at a decent hour)

Delegate more often.

6. Delegate

If you've done a good job of hiring talented, dedicated employees, there's always more work they can take off your desk. Running a successful small business depends upon the owner's ability to think about what lies ahead and not get mired in day-to-day operations. Look for opportunities to pass responsibility for specific tasks to **others on your team**

7. Procrastination

Procrastination is usually as a result of fear of failure or even success or believing that you cannot do things perfectly. Indecisive and disorganized personalities tend to procrastinate. For effective time management, you should teach your employees the danger of procrastinating and why they should not even think of procrastinating their work. Procrastinating will not only consume a lot of time, but will also lower the productivity of the company.

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value your days, hours and minutes? I guess your answer would be 'quite a lot', otherwise you probably wouldn't be on this website!

Value, however, can usually be increased. Developing self awareness in terms of time is the first step. Learning some time management skills is the next.

When we appreciate the importance of time, learn how to manage it, maximize it and actually apply those skills, we can genuinely say our time has been well spent.