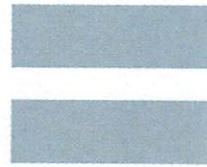


WORKING TOGETHER & TIME MANAGEMENT

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Time
Management



Self
Management

PURPOSE OF IMPROVING TIME MANAGEMENT

Improving Communication

- a) With superiors, colleagues, and peers
- b) Achieving a more pleasant work atmosphere

Reduce and the Crisis Atmosphere

- a) Time management is self management
- b) Impact of stress on individuals
- c) What stress does to performing and learning
- d) Work fewer hours by working smarter



Planning Mastery



Planning Mastery

- A plan needs to be an Action Plan
 - Based on what to do, Not theory
 - Develop a plan to do what needs to be done
 - A good plan is simple plan
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10 Time Mastery Techniques Worth Using

1. Know thyself (calculate value of your time, when is your energy the highest, etc.)
2. Practice absolute punctuality & own your calendar.
3. Make and use lists-schedules, to do lists, people to call lists, conference planners, tame the phone and email. Use Technology, Smart phones, etc
4. Fight to link everything to your S.M.A.R.T.E.R. goals.
5. Eat the frogs in your pond (Do most difficult things first & only worry about what you can control)
6. Block your time- default schedule-Avoid anything that causes you to over-react or under react because it will control you and often does.
7. Minimize Unplanned Activity-everyday should be planned in 30 minute blocks-beginning to end.
8. Profit from "Odd-Lot" time-Listen to tapes, CD's, I-Pod's when stuck in traffic, waiting in offices, airports
9. Trust but verify
10. Live off Peak-avoid going to the bank on Friday's especially after 11:00 a.m., avoid going to the market on a holiday weekend