

# Top Ten Time Management Tips

SASBO 2022





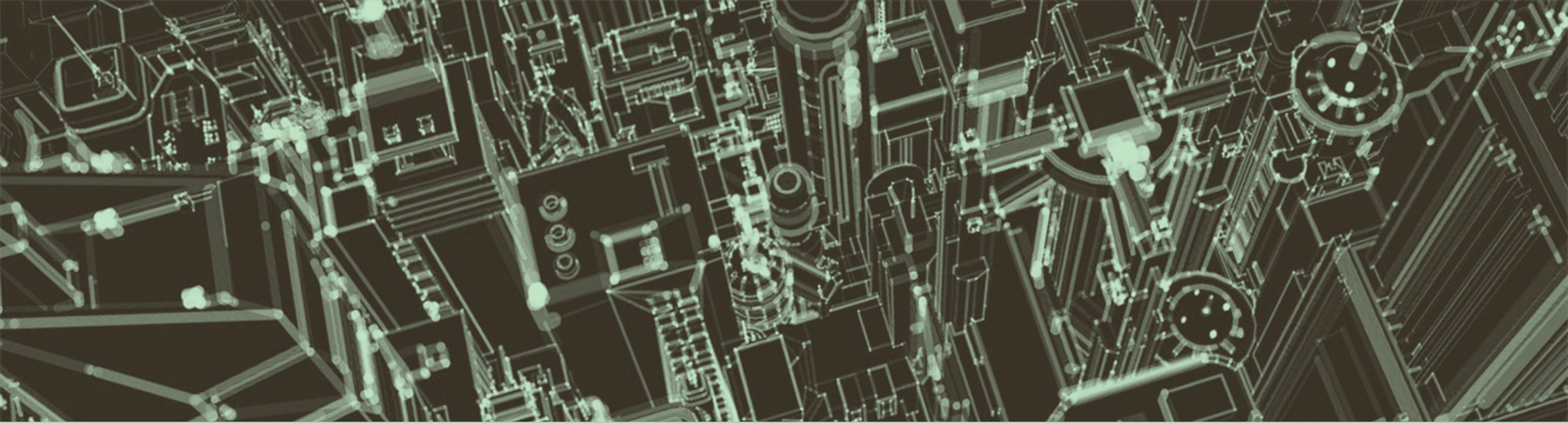
**David Stokes**  
Chief Financial Officer/Treasurer  
McLean County Public Schools  
[david.stokes@mclean.kyschools.us](mailto:david.stokes@mclean.kyschools.us)

**Susan Barkley**  
Chief Financial Officer  
Shelby County Schools  
[susan.barkley@shelby.kyschools.us](mailto:susan.barkley@shelby.kyschools.us)



# Where Did My Time Go?

- Work no longer has clear boundaries
- We have more demands than ever and less resources
- Our Jobs and Personal Lives are continuously changing
- Old Habits are hard to break.... But they may not work anymore



# Tip #10

# Schedule Your Day

AND STICK TO THE SCHEDULE





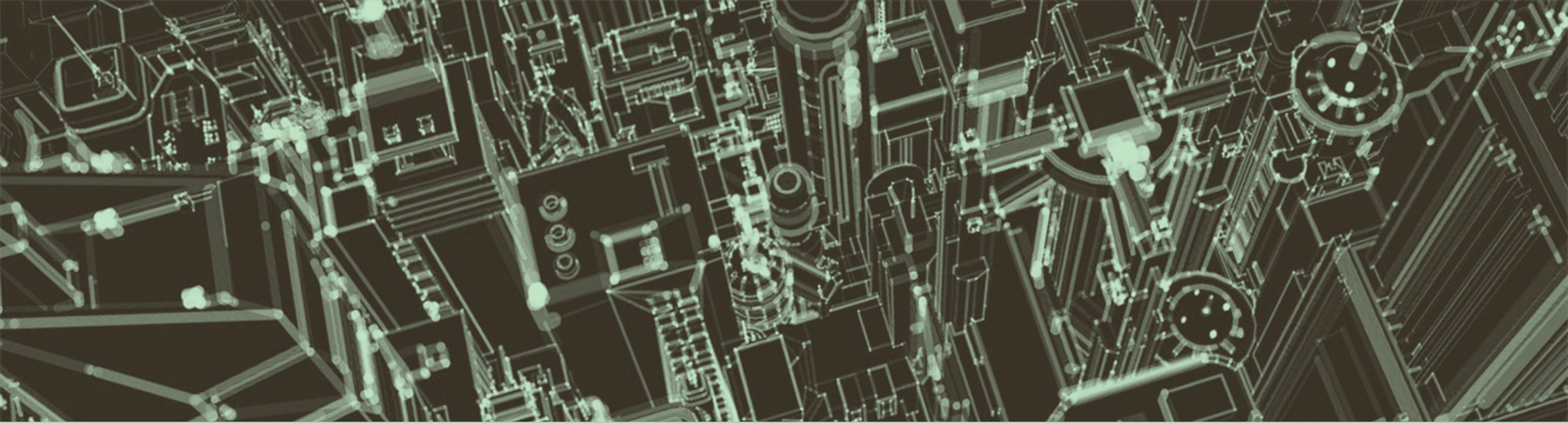
# Realize How You Are Spending Your Time

The first step in scheduling is recognizing where you are spending your time. Takes notes on what you are doing throughout the day. As you conduct this time audit, it should become pretty clear how much of your time is spent on unproductive thoughts, conversations, and activities.

In the beginning, you may need to adjust your schedule. You'll gain a more accurate sense for how long certain types of tasks take you (which is very helpful for scheduling). This exercise may also help you determine the time of day when you are most productive. Then, you know when to work on your projects requiring the most focus and creativity.

## Now Create a Daily Schedule – AND STICK WITH IT!

- This step is absolutely crucial for learning how to manage time at work. Don't even attempt starting your day without an organized to-do list. Before you leave work for the day, create a list of the most pressing tasks for the next day. This step allows you to get going as soon as you get to the office.
- If you can't do it the day before, make sure you write out your list first thing in the morning. You'll find that the time you spend creating a clear plan is nothing compared to the time you'll lose jumping between tasks when you lack such a plan.



# Tip #9

## Use To Do Lists



A to-do list is the simplest way to keep track of everything you hate yourself for failing to accomplish.

som<sub>ee</sub>cards



## To Do Lists

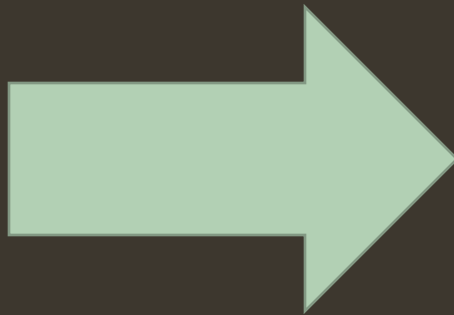


# To Do Lists

- Quick and easy
- Most simple form of time management
- Often a component of other time management techniques
- Provides a sense of satisfaction when completing items
- Can be discouraging because list never ends
- Suggested that we write to do lists incorrectly by not making items action oriented
  - Make Reservation
  - Call ABC Restaurant for reservation at 8PM on October 5th

# Zeigarnik Effect

- Your brain is wired to remember incomplete tasks
- Writing tasks down tells your brain to relax and stop worrying about forgetting

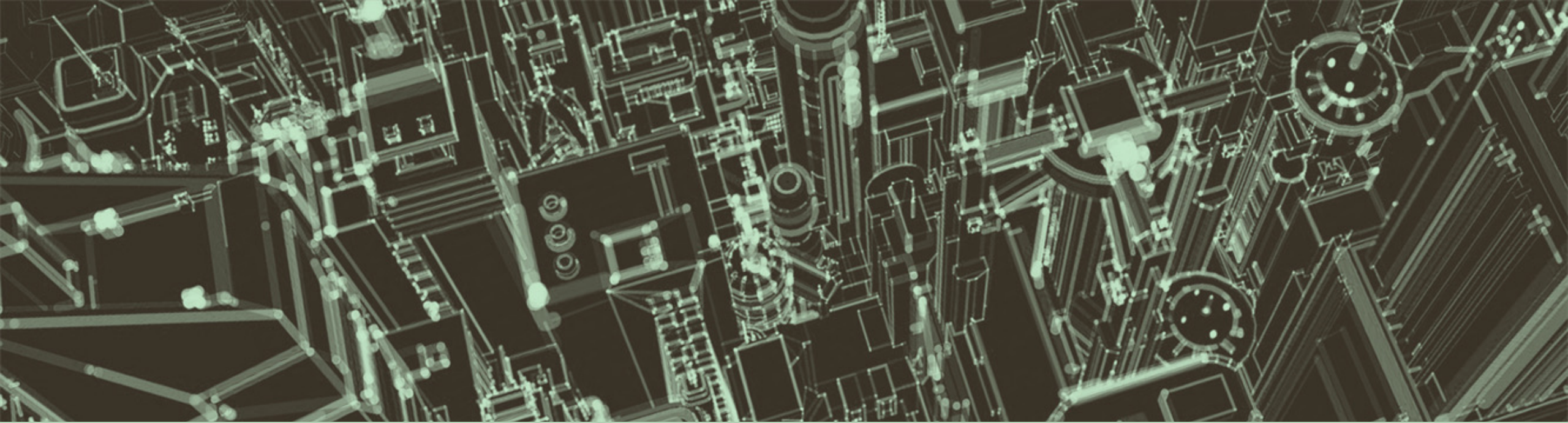


Putting everything on paper will prevent you from lying awake at night tossing and turning with thoughts of tasks running through your brain.

Instead, your subconscious goes to work on your plans while you are asleep, which means you can wake up in the morning with new insights for the workday.

- Suggestion – Keep a pad of paper on your nightstand. If you have an idea or remember a task, write it down and go to sleep or back to sleep.





# Tip #8

## Be Wary of Multi-Tasking



I'm way better at  
multitasking than I am at  
ever finishing anything.



som<sup>ee</sup>cards  
user card

The multi-  
tasking myth

## Avoid The Urge To Multitask

This is one of the simplest time management tips for work, yet it can be one of the hardest to follow. Focus on the task at hand. It can be tempting to multitask. However, you often lose time and decrease productivity when switching from one task to another.

Similarly, don't get overwhelmed by a to-do list stretching a mile long. Stressing over it will not make it shorter. So "Breathe in, Breathe out, and Move on"... one task at a time.



# THE PERILS OF MULTITASKING

**People who multitask feel like they're accomplishing more, but they're actually cutting down their own productivity.**



**2%**

Studies show that only 2% of people can actually multitask effectively.



**98%**

For the remaining 98% of people:  
Multitasking can do more harm than good.



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89% of people with smartphones use them at work.

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Even though 45% of U.S. workers already believe they have to work on too many things at once.

*And on average, employees who use a computer for work:*



Are distracted  
**once every 10.5 minutes.**

## Even when people are relaxing, the urge to multitask takes over:

While average Americans watch TV:



**42%**  
browse the Internet



**29%**  
talk on their phones



**26%**  
text or IM

## Smartphones make it hard not to multitask:

When it comes to checking email or the Internet via smartphone:



**67%**  
will do so on a date



**45%**  
will at the movie theatre



**33%**  
will in church



# You may feel like you're accomplishing more, but really...

*Trying to focus on more than one thing causes a 40% drop in productivity.*

## **lowers IQ**

And studies show that while working, being distracted by incoming calls or emails lowers a person's IQ by 10 points.



The equivalent of missing a night of sleep.

And twice the effect of smoking marijuana.

## **2.1 hrs/day**

The average desk job employee loses 2.1 hours a day to interruptions or distractions.



## **546 hours**

Adding up to a total of 546 hours annually.

# THE DISTRACTION ECONOMY

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Temptation is a constant companion...

The average person  
*checks their phone*

**150**

times per day.<sup>[2]</sup>



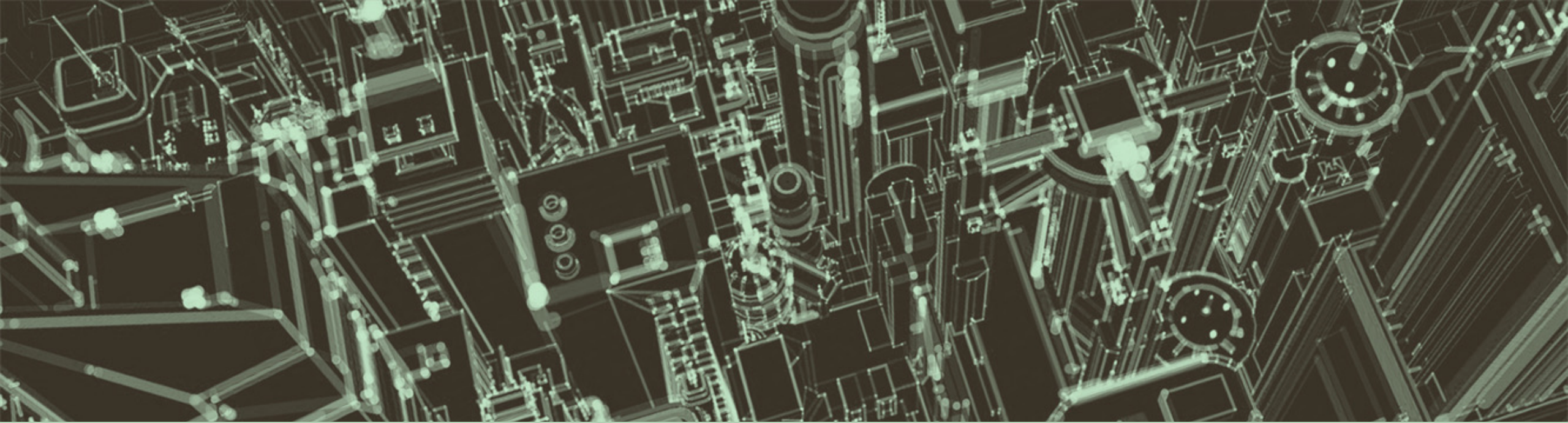
We can't focus...

**Average time  
spent on a task  
before interruption\*<sup>[3]</sup>...**



What was I working on?





# Tip #7

## Eliminate Distractions

(control the SPAM and BACN)





# Eliminating Distractions Increases Efficiency

- Social media, web browsing, co-workers, text messages... the distractions at work can be endless. A key to personal time management is being proactive about getting rid of them. Shut your door to limit interruptions. Close all tabs except the ones you are currently working on. Turn off messaging notifications and leave your personal phone calls for lunch.
- Take baby steps. Identify your top two distractions and focus on conquering those for two weeks. Also remember that getting enough sleep, drinking enough water, and eating healthy food can help you stay focused during the workday... especially when that afternoon slump hits.

# Spam

- Junk e-mail we didn't ask for and do not want
- Move to junk folder
- Unsubscribe



# BACN

- Newsletters, bulk mailing lists, social media alerts, etc.
- Items you may want or have subscribed to
- Do not need to interrupt your day
- Create a rule to move to a folder upon receipt



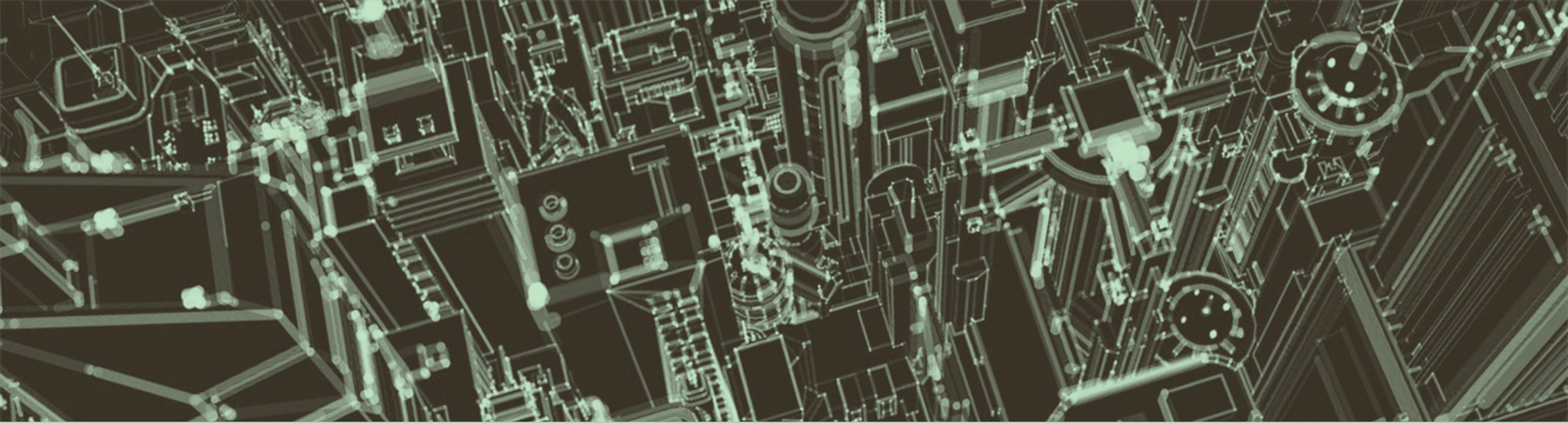


## E-mail Tips

- If you can answer in a few sentences then write response (under 5 min.)
- For longer responses, consider responding by phone
- Used “canned” responses when possible (templates)
- Set up filters or automatic replies
- Only check message a few times daily
- Turn off all notifications

## Suggestion – Don't Waste time with Impossible passwords

**Example:** "Billy Jean is not my lover, she's just a girl who claims that I am the one" becomes bjinmlsjagwctiato - a 17 character password that's impossible to break but ridiculously easy for you to remember. If you're really smart, replace the O in the end with a 1 (one=1, get it?).



# Tip #6

## Categorize Your Tasks & Prioritize Wisely





I like Mondays because everyone is as unproductive as I am every day of the week.

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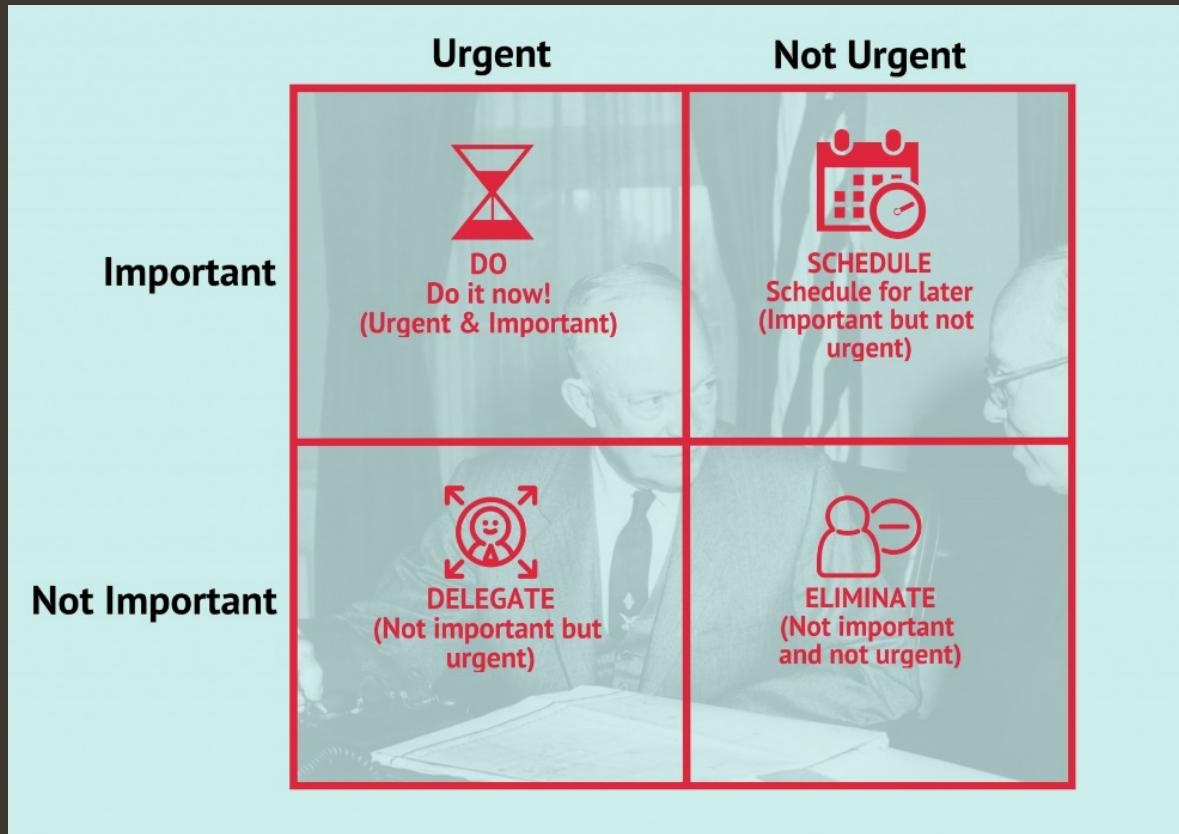


## Eisenhower Method

# Eisenhower Method

- Derived from Dwight D. Eisenhower quote, “What is important is seldom urgent and what is urgent is seldom important.”
- Also credited to Stephen Covey from “7 Habits of Highly Effective People”
- Rates tasks according to two criteria:
  - Urgency
  - Importance

# Matrix



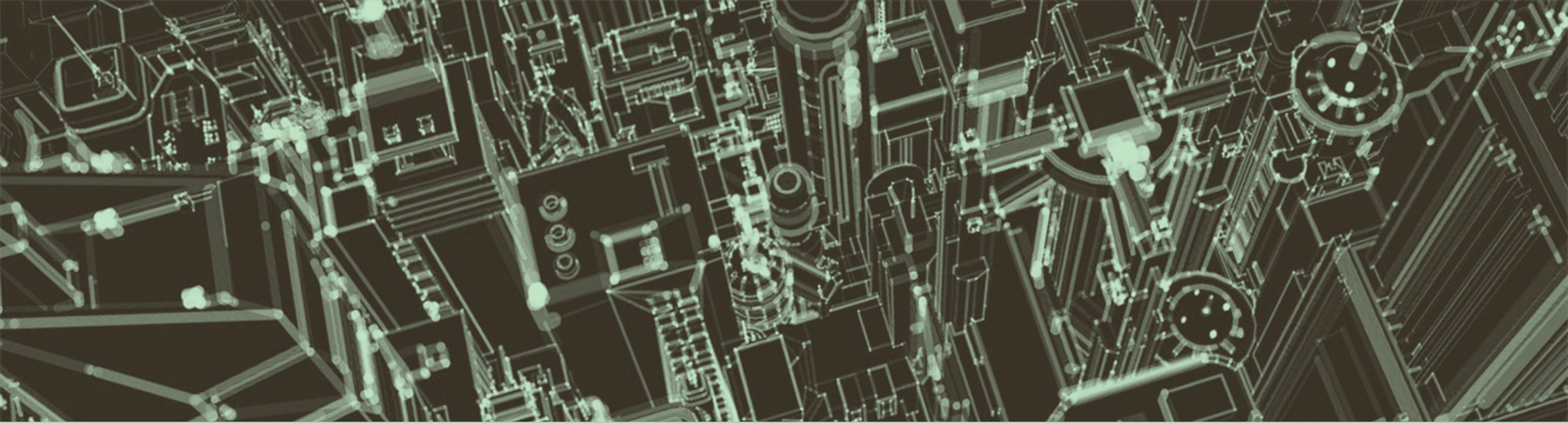


## Here's a closer look at each of these quadrants:

- **Important and urgent** - These tasks have important deadlines with high urgency—complete them right away.
- **Important but not urgent** - These items are important but don't require immediate action and should involve long-term development strategizing. Strive to spend most of your time in this quadrant.
- **Urgent but not important** - These tasks are urgent but not important. Minimize, delegate, or eliminate them because they don't contribute to your output. They are generally distractions that may result from the poor planning of others.
- **Not urgent and not important** - These activities hold little if any value and should be eliminated as much as possible.

When you prioritize, your time management can reach a whole new level. You will know where to FOCUS your time during those days when there simply aren't enough hours.

Only do  
what only *you*  
can do



# Tip #5

## Get Organized

### Example - 43 Folders





# Getting Organized

A Great time management tip. This tip needs to actually go on your to-do list. If you have piles of papers scattered all over your desk, finding the one you actually need will be like finding a needle in a haystack. There are few things as frustrating as wasting valuable time looking for misplaced items. Not to mention how hard clutter can make it to focus.

- Create a filing system for documents (paper and electronic).
- Unsubscribe to emails you no longer need and mark SPAM emails as spam (mentioned earlier)
- Ask for help – if organization is not your thing, get a friend or co-worker who excels at organization to help your get started

Sometimes it takes me more  
than eight hours to  
get nothing done.

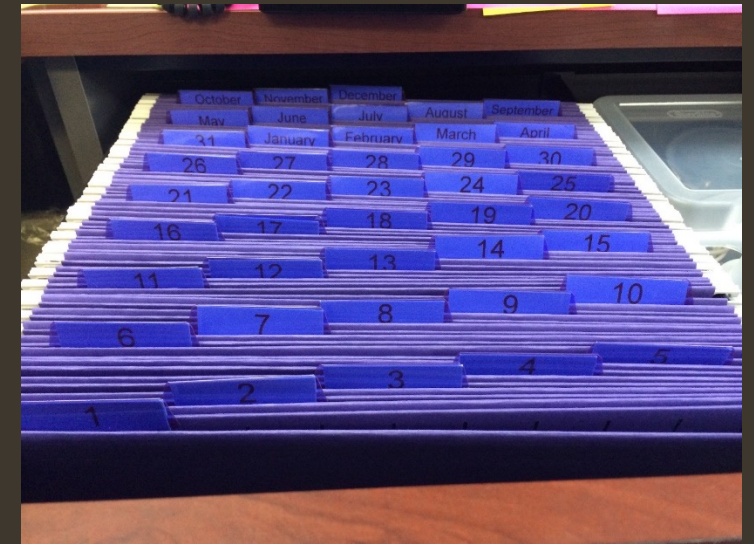


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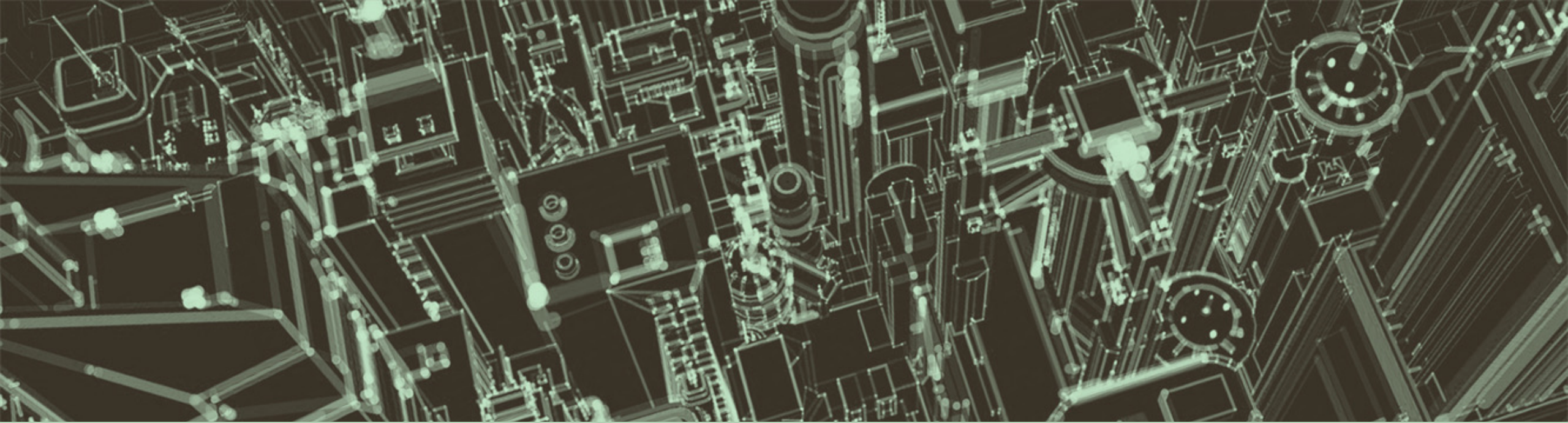
43 Folders

# 43 Folders

- 31 folders are labeled “1” through “31” and represent the days of the month
- 12 folders are labeled with the names of the months
- Keep the daily files in front, starting with tomorrow’s date
- The monthly folders are behind “31”
- The remaining daily folders are behind the months (the days that have already past so far this month)







# Tip #4 Chunk Your Time and Build in Buffers



Sometimes while at work I  
ponder the fact that if I  
was in prison I would  
at least be rewarded  
for good behavior.



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## Pomodoro Technique

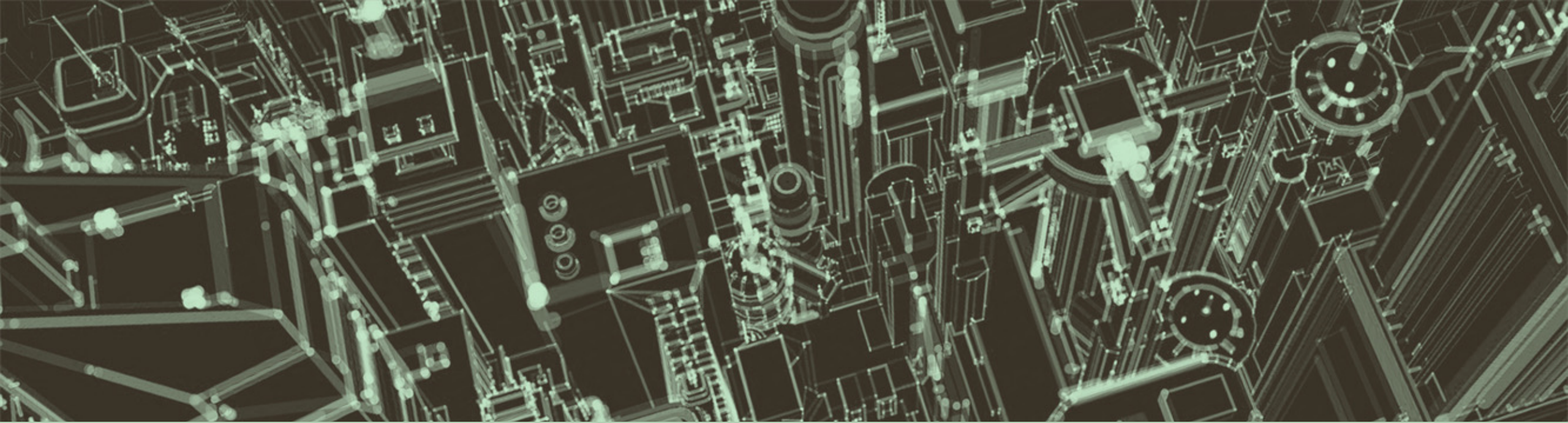
# Pomodoro Technique

- Created in late 1980s by Francesco Cirillo
- Basic Idea—work uninterrupted for 25 minutes then take a 5 minute break
- Each day you decide on your tasks and estimate time required for each
- Pick a task for each pomodoro before beginning timer
- At end of 25 minutes take 5 minute break then pick a task and start next pomodoro
- At the end of the day review how much time each task actually required
- Improve your focus and ability to estimate actual time tasks require



# Buffers

- One of the more enjoyable time management tips for work - Make breaks a part of your schedule. When you finish a task, give yourself time to breathe and recharge.
- Examples: Take a short walk, a Game of Wordle, Meditation, etc.



# Tip #3

## Group Similar Tasks Together



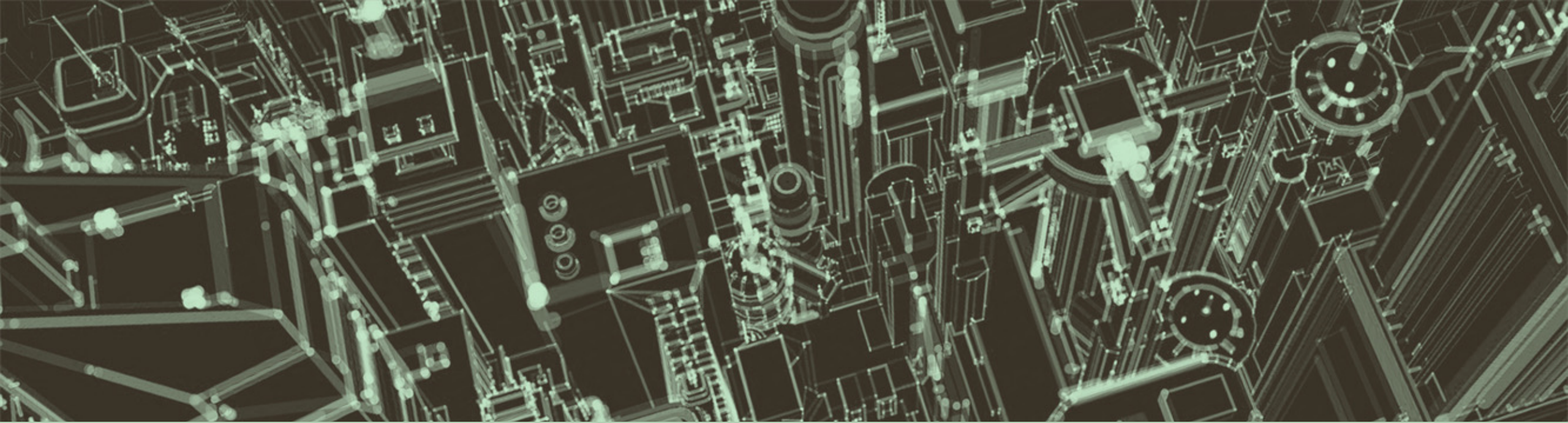
Grouping Creates Focus

Focus Improves Efficiency



## How to Implement

- Create separate groups of time for answering emails, making phone calls, filing, etc.
- Don't answer emails and messages as they come in. Doing so is distraction at its finest.
- Turn off your phone and email notifications to completely eliminate the temptation to check at an unscheduled time.



# Tip #2

## Assign Limits To Tasks

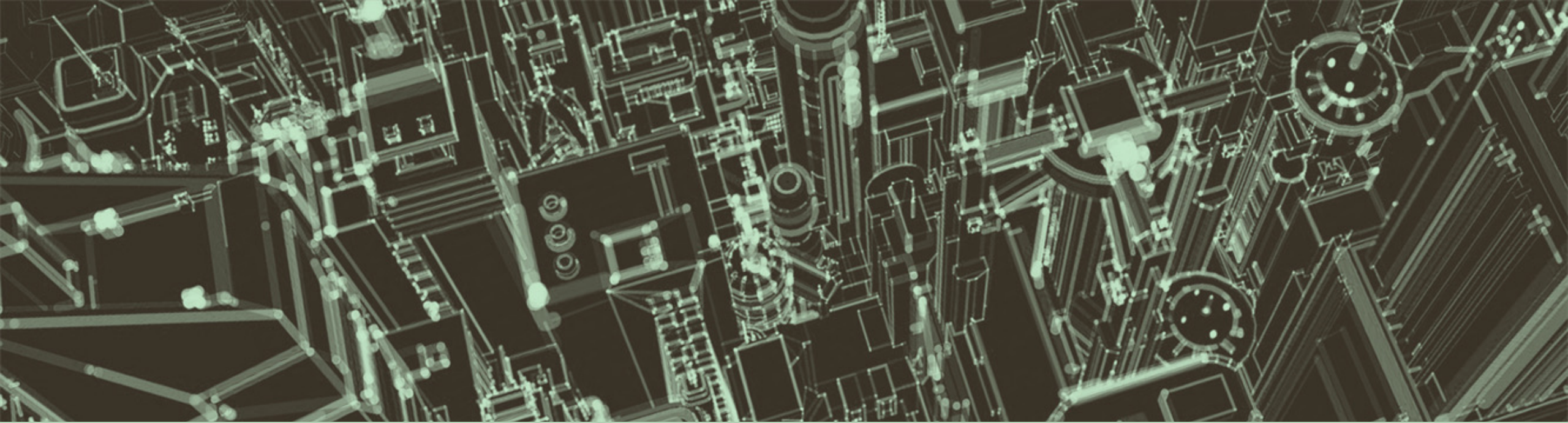


# A Deadline Due In a Month's Time..... Will Take A Month to Complete

Part of creating your schedule should involve setting time limits on tasks instead of just working until they're done. To-do lists are great and wonderful, but if you are not careful you might feel like you never check anything off.

- As mentioned earlier (Tip 4), to set a steady pace to your workflow, the Pomodoro Technique can help you check off your to-do list in 25-minute chunks, taking short breaks (Buffers) between each chunk.
- If you'd rather set your own pace, Timeboxing allows you to block out varied amounts of time. Use your time audit notes (Tip #10) to get an estimate for how much time is needed for an activity. Once you've spent the designated amount of time on that task, move on to the next important activity. You'll find your productivity skyrocketing and your to-do list shrinking when you have these parameters in place.





# Tip #1 Learn to Say NO





# Saying NO

- You'll never learn how to manage time at work if you don't learn how to say no. Only you truly know what you have time for, so if you need to decline a request in order to focus on more important tasks, don't hesitate to do so.
- Also, if you take on a project that is obviously going nowhere, don't be afraid to let it go.

# Delegate

- If you can't say no, delegate it. While delegating can be a hard skill to learn, it can work wonders for your personal time management.
- Hopefully, you are surrounded by a talented team, so determine the tasks you can pass on to your staff.

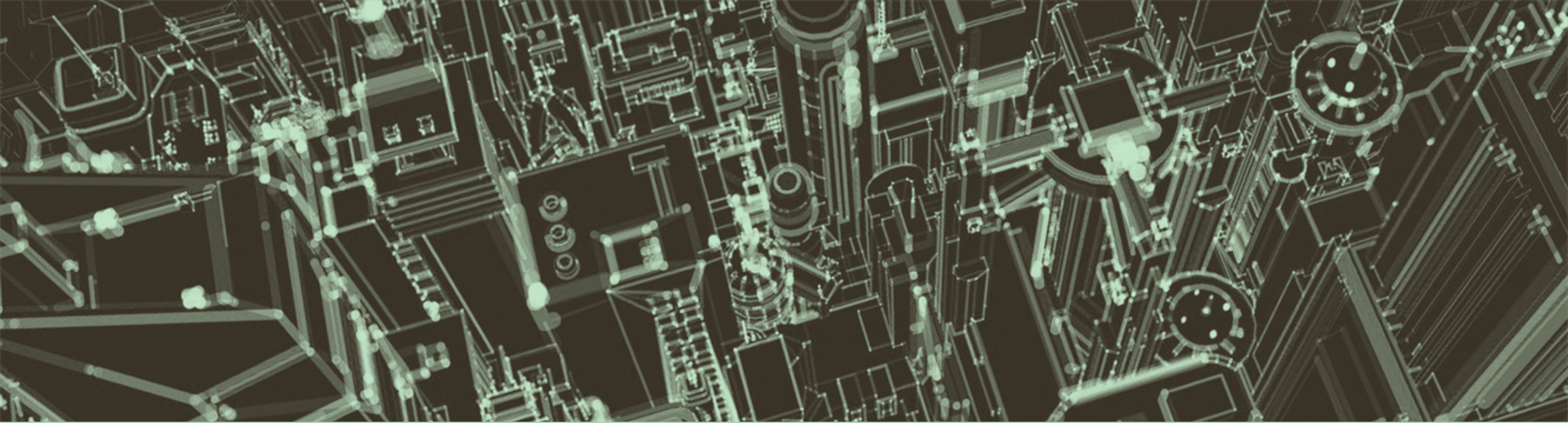
# Saying Yes To One Task is...

## Saying No to Something Else

If you agree to help with a task or activity because you don't want to say no.....

It may help to realize you have indirectly said no to something else (family, hobby, exercise time, quiet time, etc.).

- Don't be afraid to say your schedule (Tip 10) is already full!



# Game Time





# Time Management Activity

## **Do Away With Distractions!**

- Get in groups
- Open the envelope to reveal a distraction
- As a group, come up with 3 strategies to avoid/limit that distraction (5 minutes)