TIME MANAGEMENT: The Three P’s

Dr. Karen A. Garman, MAPP
President & Senior Learning Consultant
Healthcare Education, Leadership & Performance, Inc.
helpconsulting@earthlink.net
619-276-4626

Self-Assessment (1 of 4)
- I feel as though I am constantly trying to catch up at work.
- I feel as though I am constantly trying to catch up with personal responsibilities.
- My life feels out of balance.
- My breathing right now is shallow.
- I am regularly late to appointments and scheduled activities.

Self-Assessment (2 of 4)
- There’s rarely a break in my schedule.
- My shoulders are not relaxed right now.
- At least once per week, I skip meals because I am too busy.
- I have not had a vacation longer than seven days in the last year.
- A seven-day vacation? I’ve never even had one of those.
- I have not gotten together with friends for fun and conversation in over a month.

Self-Assessment (3 of 4)
- Keeping up with household chores is a struggle because of time constraints.
- I am dissatisfied with the amount of quality time I am able to spend with my spouse or significant other.
- I am dissatisfied with the amount of time I am able to spend with my child.
- I don’t have time to exercise.
- I resent the things I do for family and friends because I have little or no time for myself.
Self-Assessment (4 of 4)

- The fuel light in my car has come on at some point in the last month because I have not had time to fill it up.
- My mail is piled up because I haven’t had time to open and sort it.
- I don’t have time to write thank-you notes.
- My to-do list rarely gets completely checked off for the day.

How Busy Are You?

- 1 - 5 Points: Busy
  You are managing to get by, a few small changes will make a big difference toward helping you with time.

- 6 - 10 Points: Too Busy
  Either life is becoming increasingly too busy for you, or you’ve been managing to get by, but are starting to lose control.

- 11 - 15 Points: Too Busy & Frustrated
  Life has been hectic for a while & if you don’t become more intentional about your time, you will soon burn out.
How Busy Are You?

- 15 - 20 Points: Out of Control
  It is possible for you to transform your schedule so that it aligns with what is important to you. It requires big changes, but change is nothing more than making choices.

Ten Myths about Time

1. Myth: Time can be managed.
   Truth: Only tasks can be managed!
2. Myth: The longer or harder you work the more you accomplish.
   Truth: It’s better to work efficiently.
3. Myth: If you want something done right, do it yourself.
   Truth: You can’t do it all - delegate!
4. Myth: You aren’t supposed to enjoy work.
   Truth: If you don’t enjoy it, find something else to do!
5. Myth: We should take pride in working hard.
   Truth: We should take pride in working smart.
6. Myth: You should try to do the most in the least amount of time.
   Truth: Do things right, not fast.
7. Myth: Technology will help you do it better, faster.
   Truth: It also encourages us to do things we don’t need doing.
8. Myth: Do one thing at a time.
   Truth: Multitask.
9. Myth: Handle paper only once.
   Truth: Never pick up a piece of paper without doing something to get it off your desk.
Ten Myths about Time

10. **Myth:** Get more done and you’ll be happier.  
**Truth:** Happier has to do with positive emotions, engagement with others and finding meaning in life by operating off of your strengths, not your to-do list!

The "Three Ps" of Effective Time Management

- **Planning**  
  - If you don’t have time for planning, you’d better find the time.
- **Procrastination**  
  - “Just DO it” vs “Just DON’T do it”
- **Priorities**  
  - Not everything you do is of equal importance. Priorities are not constant, they must be negotiated.

PLANNING

Vision without action is a daydream.  
Action without vision is a nightmare.

*Ancient Japanese Saying*

Timing

- Knowing when not to work is as important as knowing when to work.
Get The Most Out Of the First 60 Minutes of Your Day

- Don’t eat breakfast at work.
- Don’t schedule meetings for this time.
- Start with the most important work of the day.
- Do the things you don’t want to do, first.

Best Use of Time

- Let go—don’t be a perfectionist.
- Resist the temptation to do small, insignificant tasks too well.
- Outsource what you can.
- Decide that you don’t have to please everyone.
- Save the easiest tasks for the end of the day.

 Interruptions ...

- If no one asked questions, we wouldn’t have jobs.
  - Try arranging your office to discourage drop-ins.
  - Anticipate the most common questions.
  - If all else fails, hide.

“Avoid meetings with time-wasting morons.” (Dilbert)

- Can the problem be solved or decision reached without a meeting?
- Don’t attend unless there is a set agenda.
- Does the meeting have a set ending time?
Filing

- You can do only 4 things with any piece of information:
  1. F
  2. A
  3. R
  4. T

“Logic-based disposal”

- Does it require action on my part?
  - Keep It
- Does it exist elsewhere?
  - Toss It
- Is it outdated?
  - Toss It
- Will I really use it again?
  - File It
- Are there tax or legal implications?
  - File It
- Does anyone else need this info?
  - Redirect it

Other Filing Tips

- Never file envelopes unless the postmark is significant.
- Write a keyword on the item when you are read it.
- File according to how you’ll use it, not where it came from.
Managing The To-Read Pile
- You will probably never be able to read everything you would like to read.
- Read with a pen in your hand.
- Scan.
- Share your reading with a friend.
- Keep a reading file.
- Anything you haven’t read in 3 months...... Toss it! It is out of date anyhow!

Managing Your Email
- Check three times a day ONLY.
- Turn off the mail alert.
- Filter and triage by subject line or author.
- Don’t print out messages.
- Weed.
  - One major exception: Addresses to save.

Using Your Calendar
- Add a meeting as soon as you know about it.
- Write dates for follow-up on calendar.
- Include personal deadlines.
- Have one master calendar.
- If you use an electronic calendar, back it up regularly.

PROCRASTINATION
- Why???????
  - To avoid an unpleasant task.
  - You are afraid to fail.
  - Don’t know where to start.
  - Waiting for more information.
  - You may think if you put it off someone else will do it.
  - You’re over-committed.
Overcome Procrastination

- You DO NOT work best under pressure.
- List the things you have been avoiding. Prioritize them. Try to do at least one of them each day during your first 60 minutes until you catch up.

PRIORITIZATION

Just because you can do something doesn’t mean you should.

Question Things

- WIIFM?
- How will I know if I’m successful?
- How will I be rewarded?
- Is this task something I want to do?
- Do I have the time to do it?
- What have I got to lose?
- Is there a better way to do it?
- Should it even be done at all?
- Will the world come to an end if?

You Can, and Should, Say “No”

Remember Ann Landers’s words: People take advantage of you only with your permission.
Prioritization Tips

- You don't have to do everything everybody tells you to do.
  - Negotiate!
- You don't always have to do everything yourself.
  - Delegate!
- Yes, you have to please other people. BUT, you also have to please yourself.
  - Celebrate Every Day - Three Blessings!!

Three Blessings...

- Before you go to sleep tonight, write down in a small journal, the date and three things that you were totally grateful for today.
- Repeat this for three months.
- By expressing daily gratitude, you fall to sleep happier, more optimistic, and in three months, physically healthier.

In The End....

- Three things matter most:
  - How well did you live?
  - How well did you love?
  - How well did you learn to let go?

- For more help:
  - www.MindTools.com
  - How Did I Get So Busy?
  - By: Valorie Burton