



Serving those who serve South Carolina

Self Management: *Do you Control Your Day or Does Your Day Control You?*

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TIME MANAGEMENT:

***Do you Control Your Day or
Does Your Day Control You?***

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What We Will Cover



- **Where does the time go?**
- **Typical time wasters.**
- **Getting yourself organized.**
- **Learn how to prioritize.**
- **How to stop procrastinating.**
- **Slow down and simplify your life.**

Where Does The Time Go?

- How often do you find yourself literally running from morning 'til night without a moment to spare?
- How often do you find yourself asking "*Where did the time go?*"
- The truth is that Americans are working harder and longer than we did a generation ago.
- All the more reason why we need to treat time as a valuable commodity that cannot be wasted.

Typical Time Wasters

**Activity:
What are your
typical time
wasters?**

Typical Time Wasters

- **Interruptions and distractions.**
- **Email/online chatting.**
- **Unscheduled or excessive meetings.**
- **Unexpected visitors.**
- **Procrastination.**
- **Poor planning/inability to prioritize.**



Typical Time Wasters (continued)

- **Messy or disorganized work areas.**
- **Inability to say “No”.**
- **Physical or mental exhaustion.**
- **Low motivation.**
- **Slow reading skills.**



Getting Yourself Organized

- The key to time management is self-organization.
- Don't try to organize the external work environment without first organizing yourself.
- A lot of people waste time focusing on the external work space, e.g., believing that if they could just get their desk in order, everything else will fall into place.
- Time management starts with you.

Getting Yourself Organized – Big Rock Management

	URGENT	NOT URGENT
IMPORTANT	<p>1</p> <p> CRISES PRESSING PROBLEMS DEADLINE - DRIVEN COURT WORK Time spent here leads to... STRESS BURNOUT CRISIS MANAGEMENT PUTTING OUT FIRES </p>	<p>2</p> <p> PREVENTION RELATIONSHIP BUILDING NEW OPPORTUNITIES PLANNING, RECREATION Time spent here leads to... VISION, PERSPECTIVE BALANCE DISCIPLINE CONTROL, FEW CRISIS </p>
NOT IMPORTANT	<p>3</p> <p> INTERRUPTIONS SOME MTGS./REPORTS POPULAR ACTIVITIES CLOSE, PRESSING ISSUES Time spent here leads to... SHORT-TERM FOCUS/ PLANS CRISIS MNGMT. FEW GOALS OUT OF CONTROL/VICTIM RELATIONSHIPS SHALLOW </p>	<p>4</p> <p> TRIVIA/ BUSY WORK JUNK MAIL/SOME CALLS TIME WASTERS ESCAPE ACTIVITIES Time spent here leads to... IRRESPONSIBILIY FIRED FROM JOBS PROCRASTINATION DEPENDENCY </p>

Develop a Strategic Plan

Bobby George Strategic Plan 2017

Bobby George Strategic Plan 2013 Live Well, Be a Better Person and Make a Difference!

Roles

Roles	Clarifying Statement	Goal	Activities
Saw Sharpener	I am well read, spiritually connected, emotional intelligent and physically and mentally fit. I am family focused and have a healthy friendship network. I learn new things every day through reading, relationships, lectures, and experiences. I am an adventurer and traveler. I am financially sound.	Renew myself: Physically Emotional Spiritually Mentally Financially And Travel the World	Physical - Exercise 1 hour a day every day. Train for and complete Sprint Triathlon! Go to gym 3 times a week each in the morning. Eat fish, fresh fruits and veggies, low carbs; Sleep 8 hours every night 10pm-6am. Get physical. Emotional - Open up room for a love mate in my life. Make daily deposits to those I love. Perform three random acts of kindness each day. I foster my old friendships and make new friends and am sincerely nice to and interested in everyone I meet. Forgive everyone, ever! Mental - I read a book a month, write a page in my book, journal every day. I manage my time as my most precious asset. Spiritual - I attend church regularly, am involved in small group learning (men's group) and am engaged in developing a true understanding/relationship with God/Jesus Christ. Financially - As of 6-1-12 I have 21 yrs 11 mos 4 days of credited state service. I have purchased 4 yrs 6 mos 9 days of military time for \$41,810.28. I financed \$24,540.34. I will then retire in 1 year 2 months 17 days on August 18, 2013 at 49 yrs. I will build another home on the B Avenue by May 31, 2013. I am a saver. I am accumulating an extra \$1,000 a month. Pleasant by June 30, 2013. I am a speaker. I am a speaker's bureau by June 30, 2013. I am a musician. I am a musician's bureau by June 30, 2013. I am a father. I attend all services for Nick and Anna. We spend time together weekly.

Clarifying Statement

Ex-Husband	I am a loving and caring ex-husband who helps to grow my ex-wives' spirits	healthy, 7 habits environment Develop and maintain harmonious post-marriage relationships	with friends and their family. I fully provide for them financially. Continue to sharpen my saw to model healthy living. Communicate clearly with ex-wives and be extra friendly yet assertive. Identify their interests and help them to be successful. Make relationship after marriage function smoothly and friendly. Call Dad daily to check on him. Bring a positive message always. Be a blessing for him, assist with doctor visits and meals at his house. Invite over to my house Kristen weekly. I will eat lunch with each
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Goals

Public Servant	I am a leader in state government committed to quality service.	Increase my knowledge and skills in the field of Training & Development	I will nobly serve my team at HHS. I will attend continuing education events regarding clearing. I will get involved in a networking group: CPM Society, ASTD, NAGTAD, National networks, Chamber of Commerce. I will apply for other positions in state government, at USC in Training, Management or program operations. Join Jaycees, Rotary or similar. Book one APE gig a month. Write Life's a Beach Book. Meet one new contact a day. Get a website up. Post 2 hours a week to write. Develop Meet Tea, A Day in Your
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Activities

Entrepreneur	I am a successful, well-respected trainer, facilitator and businessman.		
Friend	I am a loyal, trustworthy, honest, interesting and fun friend who greatly values my friends.		and new friends: Mike, Matt, Tony, Greg, Brown, Brannon Wildt,
Personal Financial Manager	I am frugal, financially sound and have a knack for generating income.	Assess debt, and control all spending	do not over invest consider debt. Join investment network group. Buy time with state. Buy in the Avenues. Scout a beach property. Earn more income. Have will prepared or do it myself.
Citizen	I am a patriot, activist and servant to my community and my environment.	Give back by helping others in need.	Serve nobly as President of Guignard Association; Volunteer at school (Lexington Elementary), get involved with helping kids stay on the right path; consider a run for political office - West Columbia Council (Meet with Mayor Joe Owens, Councilman Abby Bray). Explore joining the National Guard to finish tenure at 60 (Meet with a Guard recruiter). Volunteer once a week for a cause. Donate time and talents to Epworth Children's Home, etc.
Musician	I am a singer-songwriter performing and recording regularly	Learn songs, write songs, have fun playing music	The Main Street Connection - Complete our record by May 31, 2013. B Avenue Project - Develop originals and History of Rock and Roll set. ID my 40 best songs, book gigs and perform. Practice 30 minutes a day.

Develop a Strategic Plan

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Father	I am a great father who models excellence and loves his children	Provide a consistent, loving, healthy, 7 habits environment	I spend much quality time leading my kids as a healthy father. I attend all school events, medical appointments, and celebrations for Nick and Anna. We worship together at a fun and healthy church home. We spend time with friends and their family. I fully provide for them financially.
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Use an Organizer



- Invest in a good organizer.
- If you are comfortable with the technology, invest in a good electronic organizer.
- But an old-fashioned appointment book is just as effective.
- Plan every single hour and how you will spend it.
- Write “To Do” lists and check off activities as you go along.



Organize Your Work Space

- **After you have finished organizing yourself, next tackle the space in which you work.**
- **Use filing cabinets, in-out trays, wastebaskets, and other devices intended to help you get and stay organized.**
- **Enlist support staff in helping you become and remain organized, e.g., to give you gentle reminders of when something is due.**

Give Yourself a Lock-Down Day

- Desperate times call for desperate measures.
- If your situation is at risk of becoming out-of-control, assign yourself a lock-down day.
- Lock yourself into your office with only the support staff that you need (if any), and spend the entire day focused on playing catch-up.
- *Do not indulge in time wasters on your lock-down day!*

Learn How to Prioritize

- **Too often we find ourselves running from morning 'til night because we do not know how to prioritize.**
- **We allow ourselves to be pulled in 16 different directions by 16 different tasks all of which are due yesterday.**
- **It is critical to learn how to set priorities and stick to them.**

Setting Priorities

- **Prioritizing puts your power to choose into action.**
- **To be effective you have to choose:**
 - **What to do now.**
 - **What to do later.**
 - **What not to do at all.**
 - **What to stop doing.**
- **Work smart: Focus 80% of your time and energy on the 20% of tasks that really matter.**
- **Focus on the important tasks.**

Procrastination defined

- **Procrastination has many causes.**
 - **Fear**
 - **Boredom**
 - **Perfectionism**
 - **Overwhelming task**
 - **Unclear goals**
- **Identify the reason behind procrastination, so you are solving the right problem when dealing with it.**



Stop Procrastinating Now

- **It is important to understand the difference between procrastination and deciding not to do something.**
- **Procrastination is occurring when you decide that a task is important and yet you put off doing it.**
- **Deciding not to do something is when you determine that a task is unimportant and therefore you don't do it.**
- **It's important not to confuse the two.**

How Procrastination Affects Us

- **One of the biggest factors in the syndrome of running from morning 'til night is procrastination.**
- **When we procrastinate, we waste time, and then find ourselves playing catch-up at crunch time.**
- **This creates extra stress and poor attention to detail.**
- **The result can be sloppy, ineffective work.**

Don't Lie To Yourself About This

- **A lot of people believe the myth that procrastination works for them.**
- **The truth is that there is an inverse relationship between stress and performance.**
- **Too much stress (crunch-time), or too little (early days of procrastination), produce the same negative effect.**
- **Find your optimal stress level and stick to it.**

Don't Put Off For Tomorrow What You Can Do Today

- **Procrastination is a seductive trap that eventually catches up with us.**
- **Once you get yourself organized, make a personal commitment to kick the procrastination habit.**
- **Visualize yourself not feeling the tension that accompanies constantly playing catch-up.**
- **Imagine how much more effective you could be with a little more planning and prioritizing.**

Slow Down and Simplify Your Life

- **Running from morning 'til night is not good for your health.**
- **Slow down; make time to breathe deeply and diaphragmatically.**
- **Clear your head and organize your thoughts.**
- **Prepare early and plan ahead.**
- **Delegate where you can, and ask for help when you need it.**
- **Look for simple solutions.**

Practical Time Management Tips

- **Write things down; using memory for too many details leads to information overload.**
- **Plan your week; this takes 15-30 minutes.**
- **Learn to say no; people become overloaded due to over-committing.**
- **Think before acting; before committing to a project think about it before giving your answer.**

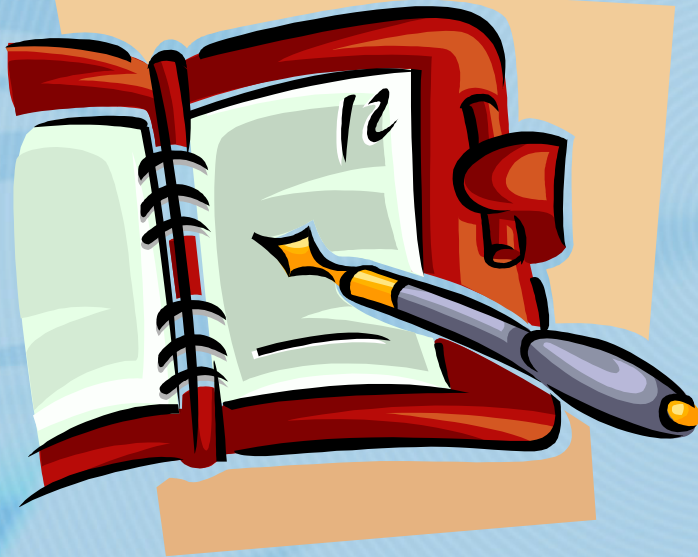
Practical Time Management Tips (cont'd)

- **Think about what you are giving up to do your regular activities; evaluate regularly how you are spending your time.**
- **Use a time management system; an integrated system is like glue that holds all the best time management practices together.**
- **Identify bad habits that are stealing your time; the best approach is to replace these with better ones.**

Practical Time Management Tips (cont'd)

- **Schedule your priorities; don't prioritize what is on your schedule.**
- **Delegate effectively; pick the right person, give clear details, set benchmarks and due dates, then let that person do the project.**
- **Set goals; they help you prioritize and they let you know when you have succeeded.**
- **Reward yourself for successes.**

Time Action Plan



- 1. Identify one things or area to improve.**
- 2. Tell what actions or strategies you will implement.**

Thank You For Your Time and Attention!

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