

SESSION *two*



time management

We have enough time—if we don't waste it.



We should align our actions with our core values and core competencies.



We must take control of our calendar by controlling our priorities.



We misuse time doing what is unnecessary or unimportant.



Put first things first.





Quadrants of Time Management



We should follow
the 80/20 rule.



80% OF OUR TIME

Should be spent on important
issues and tasks, with the majority
on prevention and planning.

THE REMAINING 20% OF OUR TIME

Should be spent on **non-important
issues and tasks.**





research + exploration

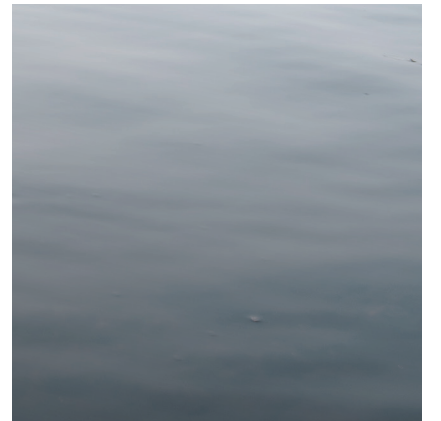
Urban Resource Center Time Management Tracker | The American Time Use Survey



Time is the same
for every person.

24
HOURS
IN A DAY

168
HOURS
IN A WEEK



Time management is about managing the decisions you make every day.



- ✓ Results
- ✓ Emotions
- ✓ Actions
- ✓ Priorities
- ✓ Energy



“

We must use time wisely and forever realize that the time is always ripe to do right.

Nelson Mandela



Time Management Tips

Take control of your decisions.

Rest first, then act.

Do less stuff.

Prioritize what is important.

Carefully define your goals.

Focus on results.

Stop worrying and start solving.

Take time to care for your body.

Manage your emotional energy.

Reflect and refocus at least twice a day.

Set aside time to be creative.

Use to-do lists wisely.

Delete, do, delegate or defer.

Eliminate unnecessary or inefficient activities

Carefully plan your meetings and projects.

Leave early and end on time.

Avoid multitasking.

Focus on the next 15 minutes.

Take control of your technology.

Focus on the next 15 minutes.