



Where did the time go?

Time Management Strategies to Regain Control of Your Calendar

Desired Outcomes for Today's Session:

- Uncover the common pitfalls of time management
- Explore time awareness assessment and prioritization matrix as critical tools to control your calendar
- Identify how to build a customized time management plan



Speaker:
Heather Smith, Founder & CEO
Talent Elevated
talentelevated.org

What are the consequences of poor time management?



Group Chat



When done effectively, time management can:

- Reduce stress
- Improve performance
- Increase productivity
- Engage critical and creative thinking
- Accelerate overall business goals

So, why does our calendar have control of us?



Group Poll

Most Common Pitfalls to Time Management

- Procrastination
- Distracted
- No to-do list
- Multi-tasking
- Lack of prioritization
- Ineffective scheduling
- Not setting goals
- Taking on too much
- Not taking breaks

**Beware of the
barrenness of a busy
life.**
Socrates



Calendar Control Tip #1

Time Awareness Study

1. **Analyze** your calendar for the past 2-3 weeks
2. **Assign** red, yellow, or green to each meeting and task
 - Red – significantly reduced your energy; felt unproductive
 - Yellow – neutral expense or gain of energy
 - Green – significantly increased your energy; very productive
3. **Score** yourself 1-5 (1 = poor, 5 = excellent) on the following:
 - Intentional goals
 - To-do list
 - Prioritization
 - Responded well to urgencies
 - Creative and important work first
 - Appropriate breaks

Time Awareness Scenario - Lerica



Lerica was recently promoted and loves what she does.

Her desk is cluttered, making it difficult to find things and her calendar is filling up so fast she can't remember which meeting is next.

Time Management Assessment:

- 40% Red, 50% Yellow, 10% Green
- 1s on goals, prioritization, important work first
- 3s on to-do list and responding to urgencies

Calendar Control Tip #2

Eisenhower Prioritization Matrix

- As the 34th President of the United States, and previous Army General and Allied Forces Supreme Commander in World War II, Dwight D. Eisenhower had to make tough decisions continuously about which of the many tasks he should focus on each day.
- This finally led him to invent the world-famous Eisenhower principle, which today helps us prioritize by urgency and importance.



Prioritization Matrix

Do first tasks are important for your life and career, urgent and important, and need to be done today or tomorrow at the latest.

Tip: Use a timer to help you concentrate while trying to get as much of them done as possible.

① Do First

First focus on important tasks to be done the same day.

② Schedule

Important, but not-so-urgent stuff should be scheduled.

③ Delegate

What's urgent, but less important, delegate to others.

④ Don't Do

What's neither urgent nor important, don't do at all.

Prioritization Matrix

The second quadrant is **Schedule**, where tasks are important but not urgent.

They don't need immediate action, but focusing on them can prevent future problems and help you achieve long-term goals.

Tip: Schedule time to focus on these at the first of your day to ensure they are addressed.

① Do First

First focus on important tasks to be done the same day.

② Schedule

Important, but not-so-urgent stuff should be scheduled.

③ Delegate

What's urgent, but less important, delegate to others.

④ Don't Do

What's neither urgent nor important, don't do at all.

Prioritization Matrix

The third quadrant is for tasks that are less important than others but still somewhat urgent. Many of these tasks could be **delegated** to others.

These tasks often come from external sources and can be a major distraction.

Tip: When delegating, clearly communicate the why behind the delegation, timelines and measures of success.

① Do First

First focus on important tasks to be done the same day.

② Schedule

Important, but not-so-urgent stuff should be scheduled.

③ Delegate

What's urgent, but less important, delegate to others.

④ Don't Do

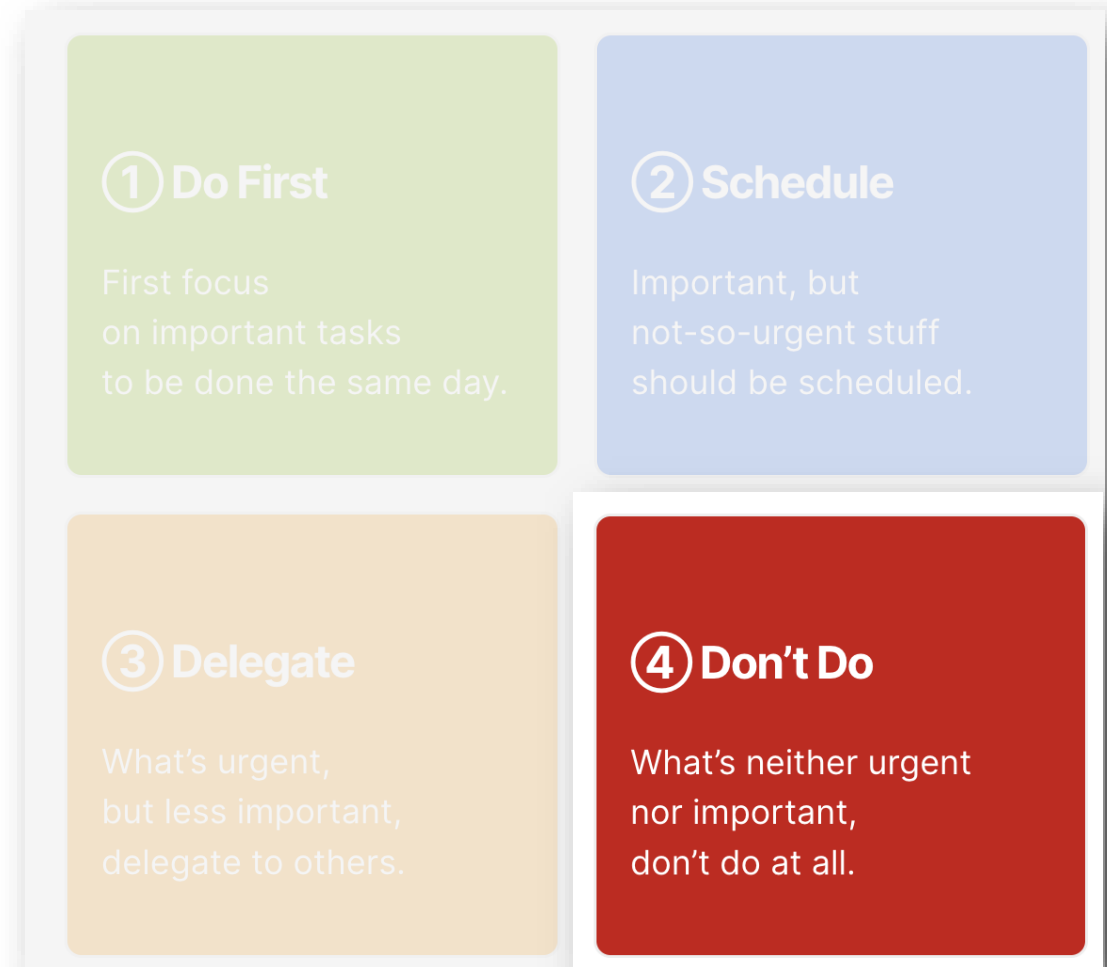
What's neither urgent nor important, don't do at all.

Prioritization Matrix

This fourth quadrant is called **Don't Do**, not urgent and not important. These are the time zappers that you should not be doing.

Discover and stop bad habits to minimize burnout and overwhelm.

Tip: For items you think may fall in this category, assess energy after engaging in the task. If no energy is gained, this is definitely a quadrant 4 activity.



Group Chat



Calendar Control Tip #3

Time Management Strategies – Pick ONE

- Set intentional goals
- Create a to-do list
- Prioritize based on goals
- Leave contingencies for urgencies
- Complete your creative and most important work first
- Plan breaks, especially around your least peak time of day

Calendar Control Tip #4

Build a Customized Time Management Plan, Test, & Repeat

1

RECOGNIZE PITFALLS

Analyze your most common pitfalls and assess which has the most impact on the goals you want to achieve.

2

TIME AWARENESS ASSESSMENT

Review your calendar for the past 2-3 weeks and determine red/yellow/green regarding energy from meetings and score 1-5 on top time management strategies to know your customized needs.

3

PRIORITIZATION MATRIX

Consider the week ahead, transfer top items on your to-do list to the prioritization matrix to identify where you should be spending your time and in what order.

4

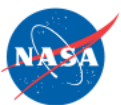
TRY ONE STRATEGY

Based on your time assessment, goals, and prioritization needs, select the strategy that is most reasonable to achieving this strategy. Try this strategy for 2 weeks and set a 30 minute time on your calendar to reflect, adjust, and build the next strategy.

What is your first step?



Group Chat



Continued Learning with Talent Elevated

- [Download](#) our free “How to Build an Intentional Culture” ebook on our website.
- Join our [website](#) and [LinkedIn](#) newsletters for ongoing leadership recommendations and culture tips & insights.
- Follow us on [LinkedIn](#) and [YouTube](#) for weekly insights, videos, and content on leadership and employee culture.



[@talentelevated](#)

talentelevated.org

Webinar Feedback

[Please click here](#) to take a short four question survey on today's webinar.

Interested in past Quick Webinars and slides?

[NASA Quick Webinar Recordings and Archives](#)

(NASA Only – try turning on your device's VPN if you have access issues)