
Time Management

Why is it important to you?

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Time Management: A Common Challenge

- According to a Harvard Business Review 2019 survey:
 - an employee spends about 28% of his/her work hours answering and reading emails
 - an average full-time worker in the US spends 2.6 hours on emails amounting to 120 messages per day (Harvard Business Review, 2019)
- A Workplus survey reported that only about 20% of working hours are spent on high-priority of critical tasks and most individuals would spend up to four hours a week conducting unproductive tasks. (Workpuls, 2020)
- A time-tracking and productivity study showed that most employees are most productive between 6:00 AM and 9:00 AM with up to nine accomplished tasks during this time. (Hubstaff, 2020)
- Study by Schippers, M. et al. showed that 22% of cohorts that used goal setting strategies saw an improvement in academic performance. (Contemporary Educational Psychology, 2020)

Common Strategies for Time Management

- Have a clear set of priorities (these will change over time)
- Keep a to-do list (daily, weekly, longer term)
- Maintain a calendar
- Use backward design to establish milestone deadlines
- Leverage technology to synchronize lists and calendars
- Be prepared to make use of short periods of availability
- Not taking on more than what you have time for (“saying no”)
- Block off regular periods of time to work on specific tasks
 - Pomodoro Method: 25-minute work sprints
- Setting up your physical environment for success
 - Minimizing interruptions when needed

Common Strategies for Time Management

Which of these common time management strategies have you used?

Have they been effective?

What other have you used that you recommend?

Time Management: Effective Principles and Tools

- Prioritize (short-term and long-term) and adapt plan as needed
- Be intentional about time assigned to tasks
 - Log or journal to document what works
 - Use tools like Covey's Time Management Matrix
 - Goal: Do more of what you enjoy!
- Make space for trial and error
- Make time to celebrate successes

		TIME MANAGEMENT MATRIX	
		Urgent	Not urgent
Important	I	Crises, personal or professional Pressing personal or equipment problems Deadline-driven projects	II Reading journals Relationship building Lab meetings Thinking and planning Recreation and relaxation
	Not Important	III Interruptions, some calls Some mail, some reports Some meetings Many administrative tasks	IV Trivia, busywork Some mail Some phone calls Most e-mail and web surfing

Adapted, with permission, from Covey (1989).

Staying on Task: Avoiding Procrastination



Specific	Measurable	Attainable	Relevant	Time-Bound
Make sure your goals are focused and identify a tangible outcome. Without the specifics, your goal runs the risk of being too vague to achieve. Being more specific helps you identify what you want to achieve. You should also identify what resources you are going to leverage to achieve success.	You should have some clear definition of success. This will help you to evaluate achievement and also progress. This component often answers how much or how many and highlights how you'll know you achieved your goal.	Your goal should be challenging, but still reasonable to achieve. Reflecting on this component can reveal any potential barriers that you may need to overcome to realize success. Outline the steps you're planning to take to achieve your goal.	This is about getting real with yourself and ensuring what you're trying to achieve is worthwhile to you. Determining if this is aligned to your values and if it is a priority focus for you. This helps you answer the why.	Every goal needs a target date, something that motivates you to really apply the focus and discipline necessary to achieve it. This answers when. It's important to set a realistic time frame to achieve your goal to ensure you don't get discouraged.

Do you want to succeed?

The American Society of Training and Development* found that:

- People are 65 percent likely to meet a goal after committing to another person.
- Their chances of success increase to 95 percent when they build in ongoing meetings with their partners to check in on their progress.

Find an accountability partner(S)

* <https://www.entrepreneur.com/article/310062>