

Time Management Suggestions

CREATE AN AGENDA

- Identify the amount of time needed for each part of the agenda
- Instead of writing your agenda as a list, create a pie chart on your whiteboard that shows which segments of time will be dedicated to which topic.
- If you always take more time than you think:
 - Do a 20/20 Hindsight analysis to understand what leads you to go astray
 - Create time-logs to keep track of how long things really take, so you can plan better next time
- **PRIORITIZE** – ask yourself, “What is the most important thing we need to accomplish?” Or, “If we get nothing else accomplished today, what is the most important task we should tackle
- **PREP**: distribute the agenda before the meeting so participants can reflect on it, then make comments or ask questions accordingly.

STICK TO THE AGENDA

- **MANAGE ELAPSED TIME**
 - **VISUAL REMINDER**: Use TimeTimer to create a visual reminder about the amount of time that has elapsed and the amount that remains for each part of your agenda.
 - **TIMEKEEPER**: Ask someone to be your timekeeper and give the group a 5-minute or 3-minute warning before time is up.
- **PARKING LOT**: If a topic arises that is not on the agenda
 - Acknowledge its importance
 - Keep a “parking lot” for topics that need to be addressed later
- **UNDERSTAND THE COST**: Put a price on the cost of meeting
- **EAT THE FROG**: Tackle the hardest items first – “Eat a live frog first thing in the morning and nothing worse will happen to you the rest of the day.” ~ *Mark Twain*
- **STEPHEN COVEY’S TIME MANAGEMENT MATRIX**:
 - Differentiate **URGENT** and **NOT-URGENT** tasks
 - Separate out **IMPORTANT** and **NOT-IMPORTANT** tasks
 - Focus your time on the items that are both urgent and important! Don’t get thrown off by distractions and busy work.
 - **OPTIMIZE TIME**: Understand that some problems might be urgent and important and yet, would benefit from some cooling down time, reflection, or independent brainstorming before you tackle them.
- **GIVE YOURSELF A GRADE**: Reflect on how well you did and where you might improve.