



Time and Self Management

*Strategies for Regaining Control Over
Your Work and Achieving a Healthy
Work/Life Balance*



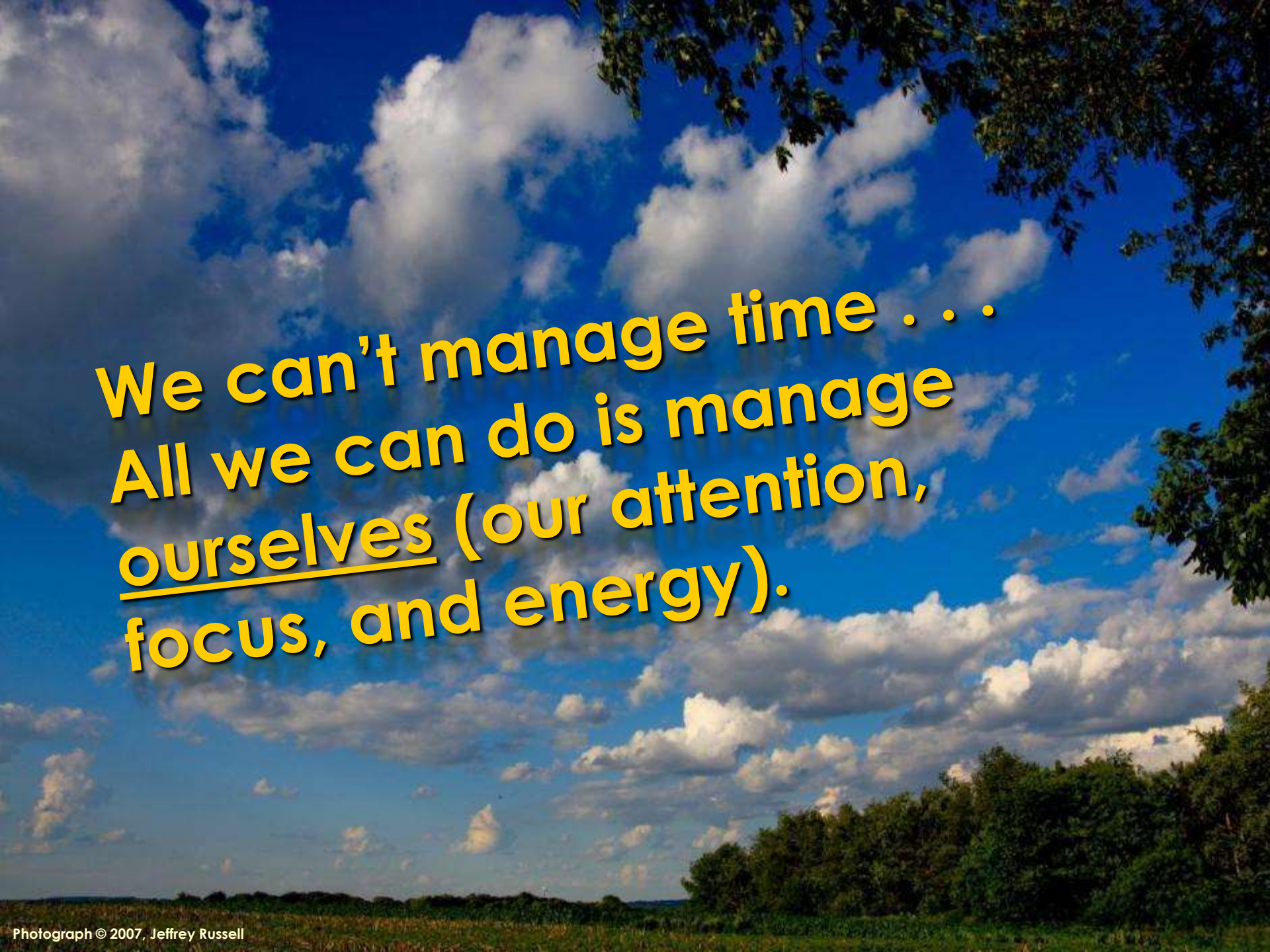
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The unexamined life is not worth living.

— Socrates

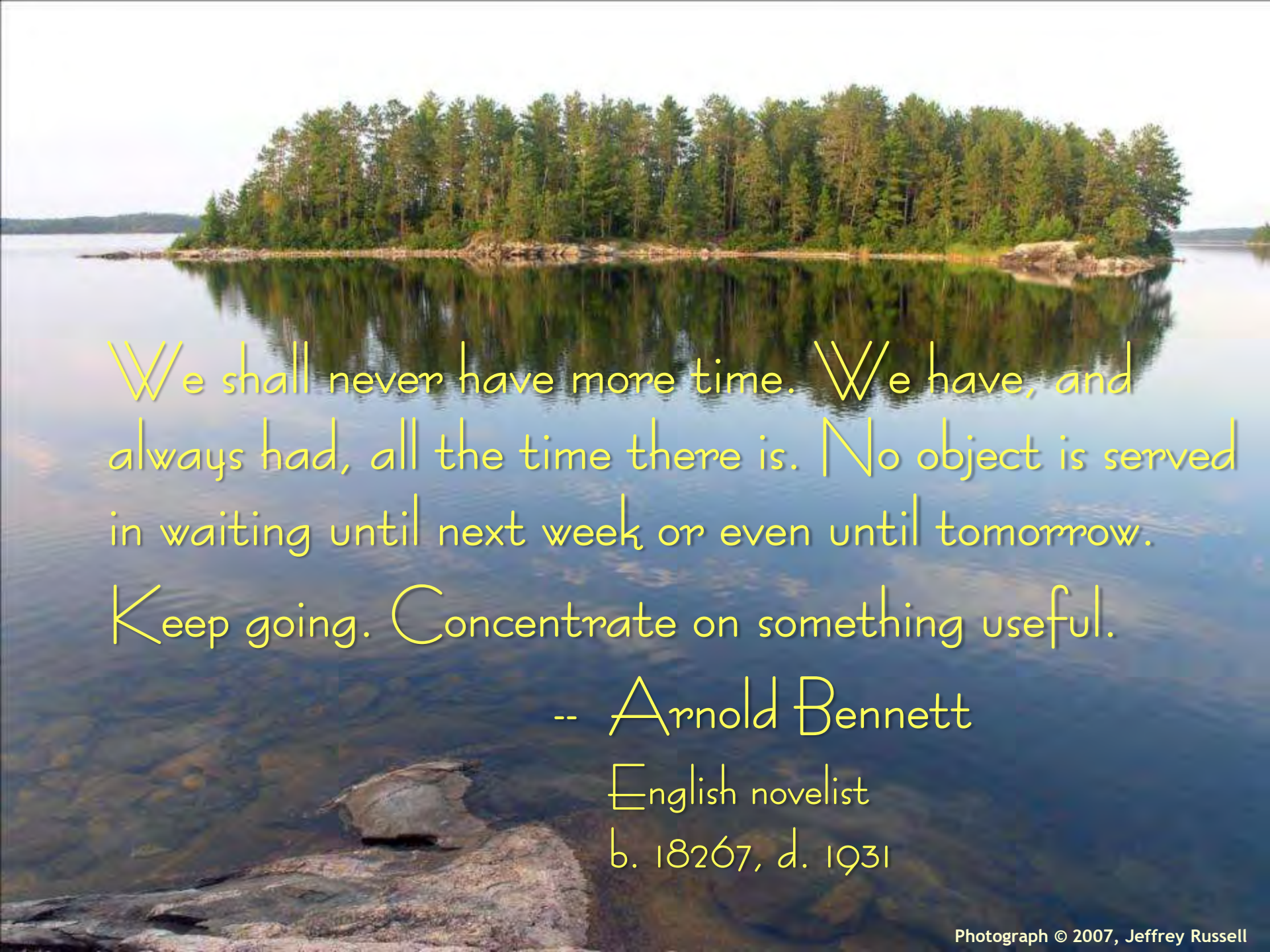
Statement to an Athens jury after being found guilty of sedition and heresy, 399 BCE



**We can't manage time . . .
All we can do is manage
ourselves (our attention,
focus, and energy).**

Time vs. Self Management

- Time . . .
 - Is constant, finite, and irreversible.
 - Is unstoppable.
 - Cannot be managed – it just simply “is.”
- Life . . .
 - Is what “happens when you’re busy making other plans” (John Lennon)
 - Is the sum of our daily decisions/actions.
 - Is the result of our choices . . . in what we decide to **focus** on, pay **attention** to, and devote **energy** toward!



We shall never have more time. We have, and always had, all the time there is. No object is served in waiting until next week or even until tomorrow. Keep going. Concentrate on something useful.

-- Arnold Bennett
English novelist
b. 18267, d. 1931

Key Self-Management Terms

- **Process** — Self-management is ongoing vs. a “one off” event.
- **Time and Talents** — These are the two key resources in our life: the time we have and how we use it and the talents or assets that we demonstrate through our actions.
- **Worthwhile Goals** — These define the *purpose or aim* of our life.
- **Core Values** — Our core values reflect deep-seated beliefs that we find profoundly desirable.

Key Insights and Questions

- Time is “managed” by each of us by the choices we make and the priorities we set.
- Every choice we make reflects our actual priorities.
- The key questions we must ask ourselves:
 - Do my current choices actually reflect what is important to me?
 - How can I clarify what is of greatest value to me such that how I *spend* my time reflects my priorities?
- These questions are the two most important questions self-management we can ask ourselves. *Everything* we do in our life is a direct reflection of how we have chosen to answer these questions.

Self-Management Involves . . .

1. Knowing what's important to you.
2. Conducting a self-assessment.
3. Developing work/life goals and a plan.
4. Making a commitment.
5. Developing new habits.
6. Creating new systems and methods for reinforcing the new habits/routines.
7. Being assertive in relationships.
8. Making adjustments (strategy and tactics).

We are what we repeatedly do.
Excellence, then, is a *habit*, not an act!

— Aristotle

Insanity . . .

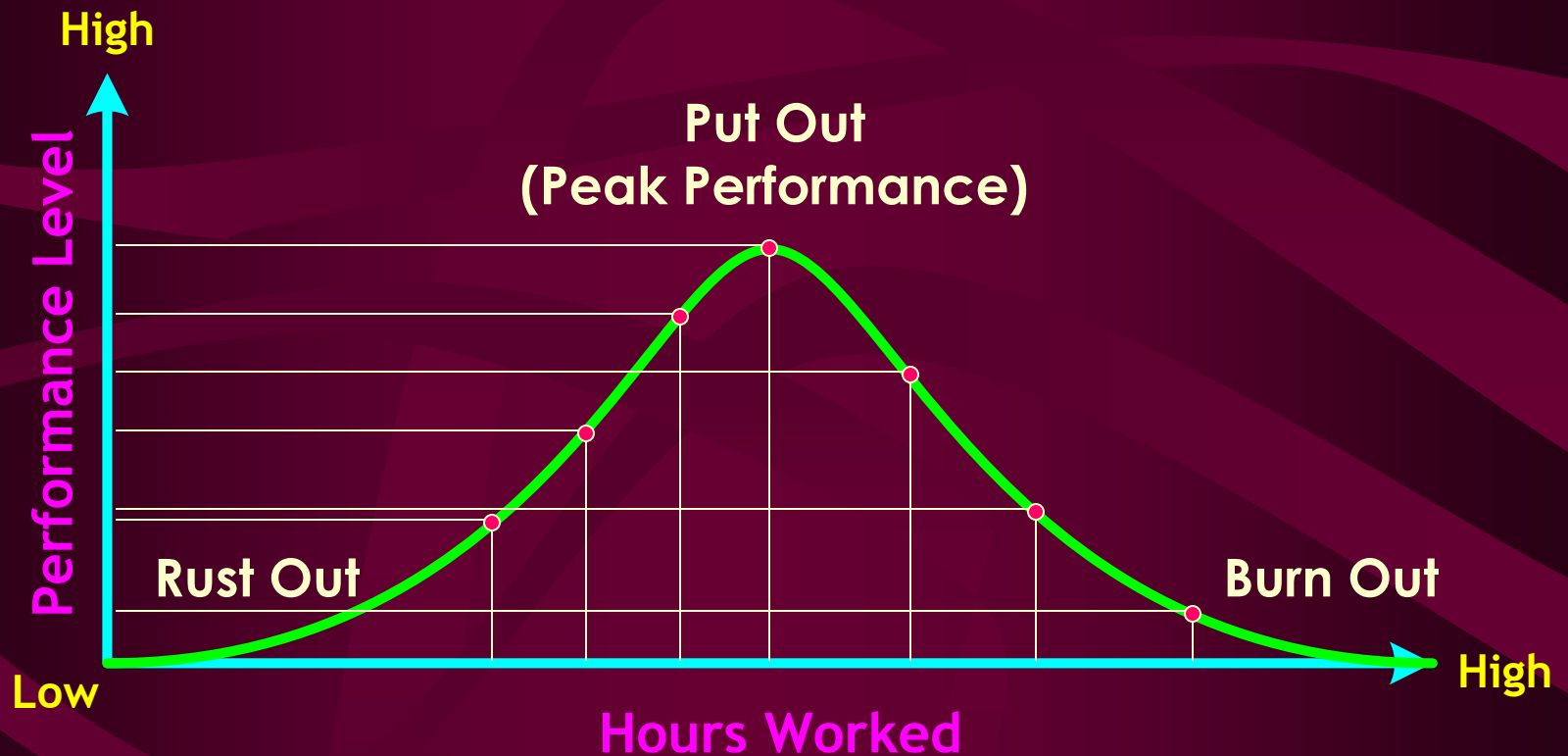
Repeatedly doing
the same things in
the same way and
expecting *different*
results!



Your Time/Life Matrix

	Urgent	Not Urgent
Important	<p>Quadrant I Activities</p> <ul style="list-style-type: none">• Dealing with a crisis• Immediate, pressing problems• Deadline-driven: it's due NOW!• Reacting to customer or staff requests, questions, needs, etc.• A command!	<p>Quadrant II Activities</p> <ul style="list-style-type: none">• Prevention — thinking ahead• Relationship building — with other staffers and clients• Planning, thinking ahead, seeing the big picture• Seeking out and exploring new opportunities• Training and development• Organizing your files• Recreation and rest• Important work
Not Important	<p>Quadrant III Activities</p> <ul style="list-style-type: none">• Interruptions and questions from staffers• Meetings without clear objectives/outcomes• Some junk mail• Some phone calls• Some reports• Most e-mail	<p>Quadrant IV Activities</p> <ul style="list-style-type: none">• Busy work• Sorting mail• Reading junk mail• Some phone calls• Social loafing . . .• Tweeting!• Checking out interesting websites• Reorganizing your large collection of shot glasses!

Hours Worked and Performance Results



My future starts when I wake up every morning. Every day I find something creative to do with my life.

-- Miles Davis

American jazz musician

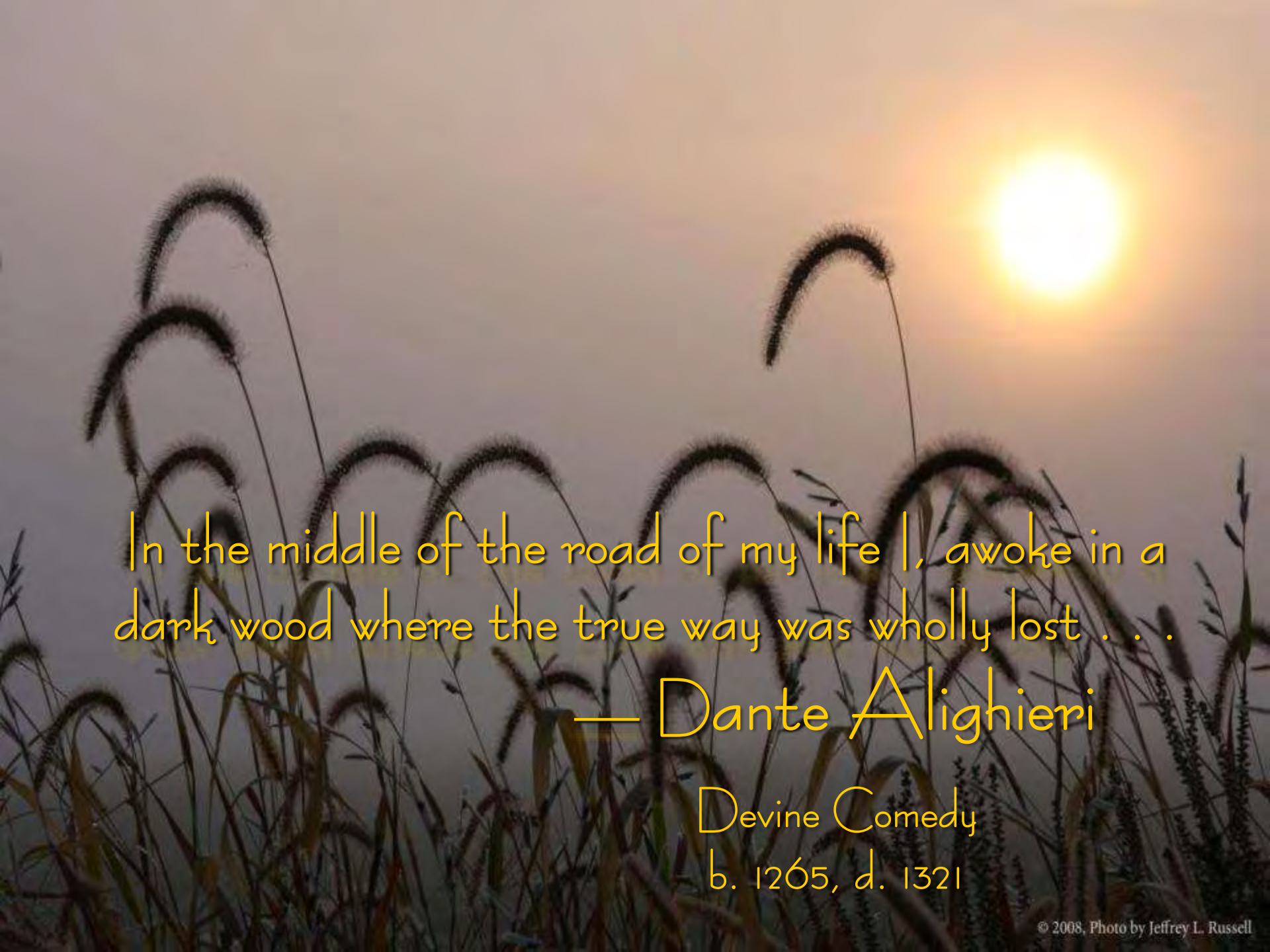
b. 1926, d. 1991

Wellfleet Harbor Sunset
Cape Cod

Time Management Statistics

- In the past 20 years, working time has increased by 15% and what we define as “leisure time” has decreased by 35%.
- A cluttered desk causes the worker to spend an average of 90 minutes a day looking for things.
- **80% of crisis management events are preventable.**





In the middle of the road of my life I, awoke in a
dark wood where the true way was wholly lost . . .

— Dante Alighieri

Divine Comedy
b. 1265, d. 1321

Summary Tips for Effective Self-Management

- Read the “Tips” . . .
- Identify two or three tips/methods that you don’t use now — but which hold the greatest promise of your self-management.
- Be prepared to discuss . . .

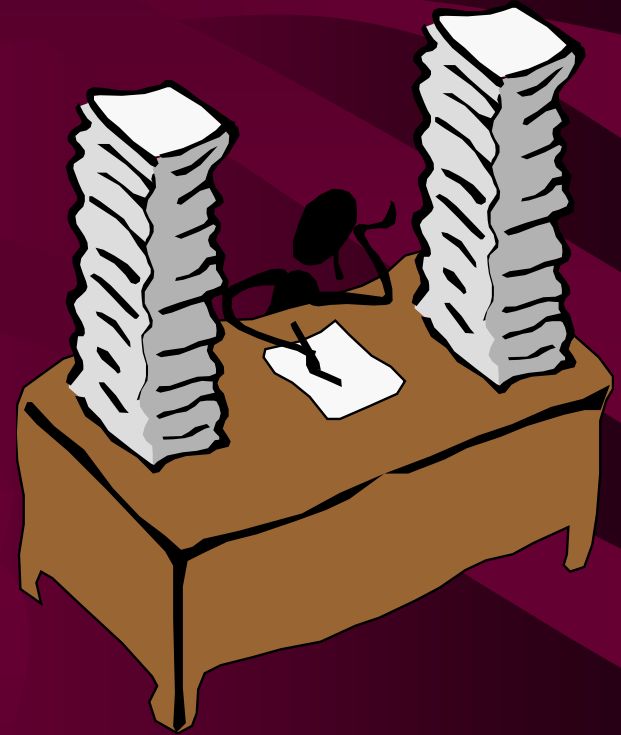
Sunrise over the Santa Lucia Range

It's not enough to be industrious; so
are the ants. What are you
industrious about?

– Henry David Thoreau
American writer, philosopher
b. 1817, d. 1862

Time Management Statistics

- It typically takes nearly twice as long to complete a task as originally predicted.
- One hour of planning saves 10 hours of doing.
- Once interrupted in a task that requires concentration, it can take up to 20 minutes to get back to the same place *before* the interruption!



Zinnias, Butchart Gardens – British Columbia

Life is so short.

We must move *very* slowly.

— Thai proverb

Sometimes I lie awake at night, and I ask, "Where have I gone wrong?" Then a voice says to me . . .

. . . "This is going to take more than one night!"

— Charles M. Schulz
Charlie Brown in "Peanuts"
American Cartoonist
b. 1922, d. 2000

Thank You!

Have a *great* Holiday!

And, please, have the **TIME** of your life!

Visit our website for lots of free
tools and tips:
www.RussellConsultngInc.com

