

Samish Bay Sunrise, Washington

# Time and Self Management



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



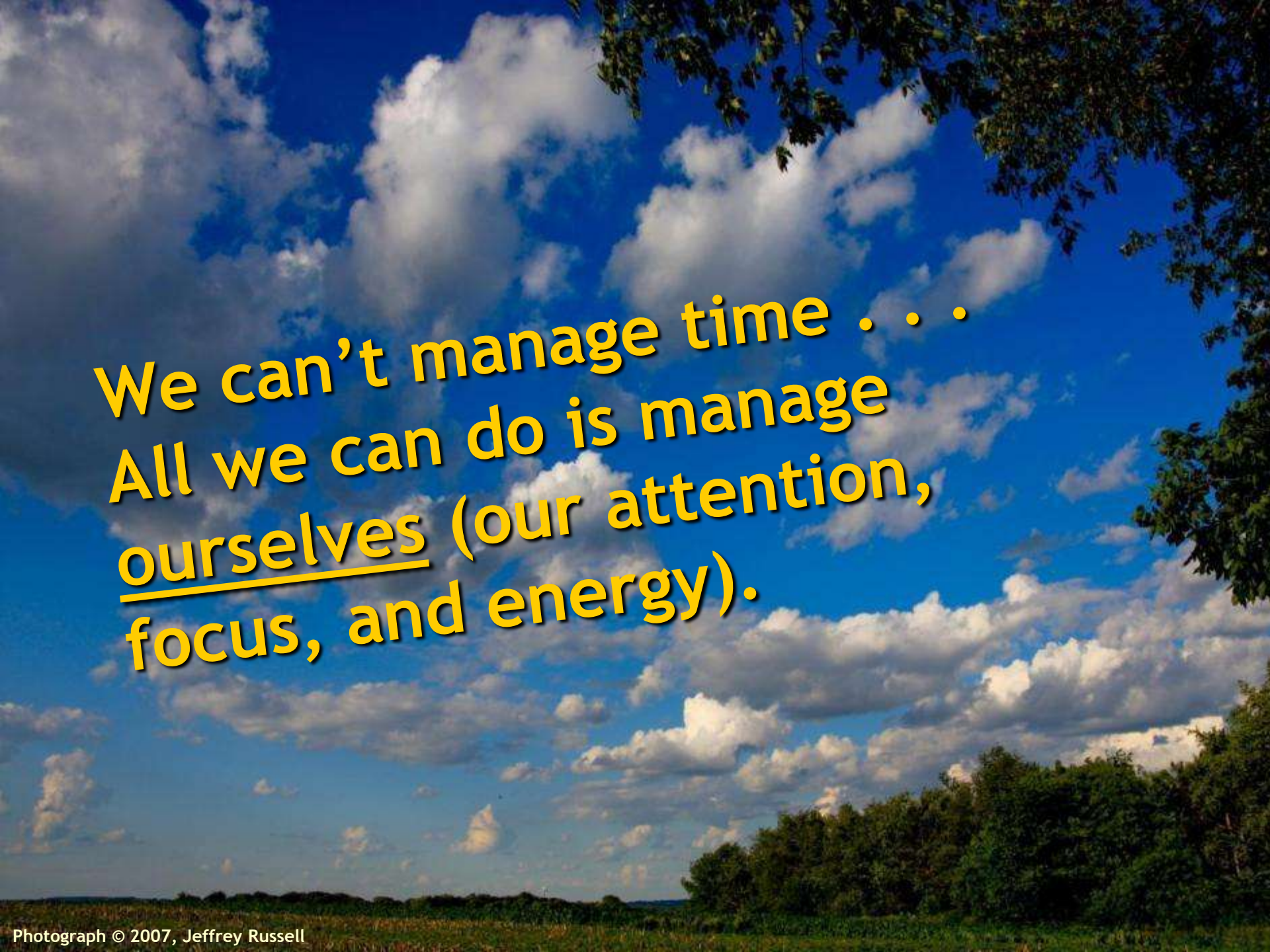
With Jeff Russell  
Russell Consulting, Inc.

Port Townsend Harbor, Washington

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).**

# Self vs. Time 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

# What is Self-Management?

Self-management is the *process* of maximizing our *time* and *talents* to achieve *worthwhile goals* based upon our *core values*.



# Key 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 systems and methods for reinforcing
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  
Greek philosopher  
b. 385 BCE, d. 322, BCE

# Insanity . . .


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



# Your Time/Life Matrix

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





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

# 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.**



# Tenacious Time Stealers



- Review checklist . . . Check all that apply in your daily work.
- Circle the top two (or three) time stealers (**Which are your biggest time robbers?**)



# Top Secret: Know Yourself!

1. Know what you want to accomplish.
2. Know your rhythms and tendencies.
3. Create the structure you need and develop a system that works for you
4. Engage in self-evaluation and reflection.



# Top Secret: Master Strategy

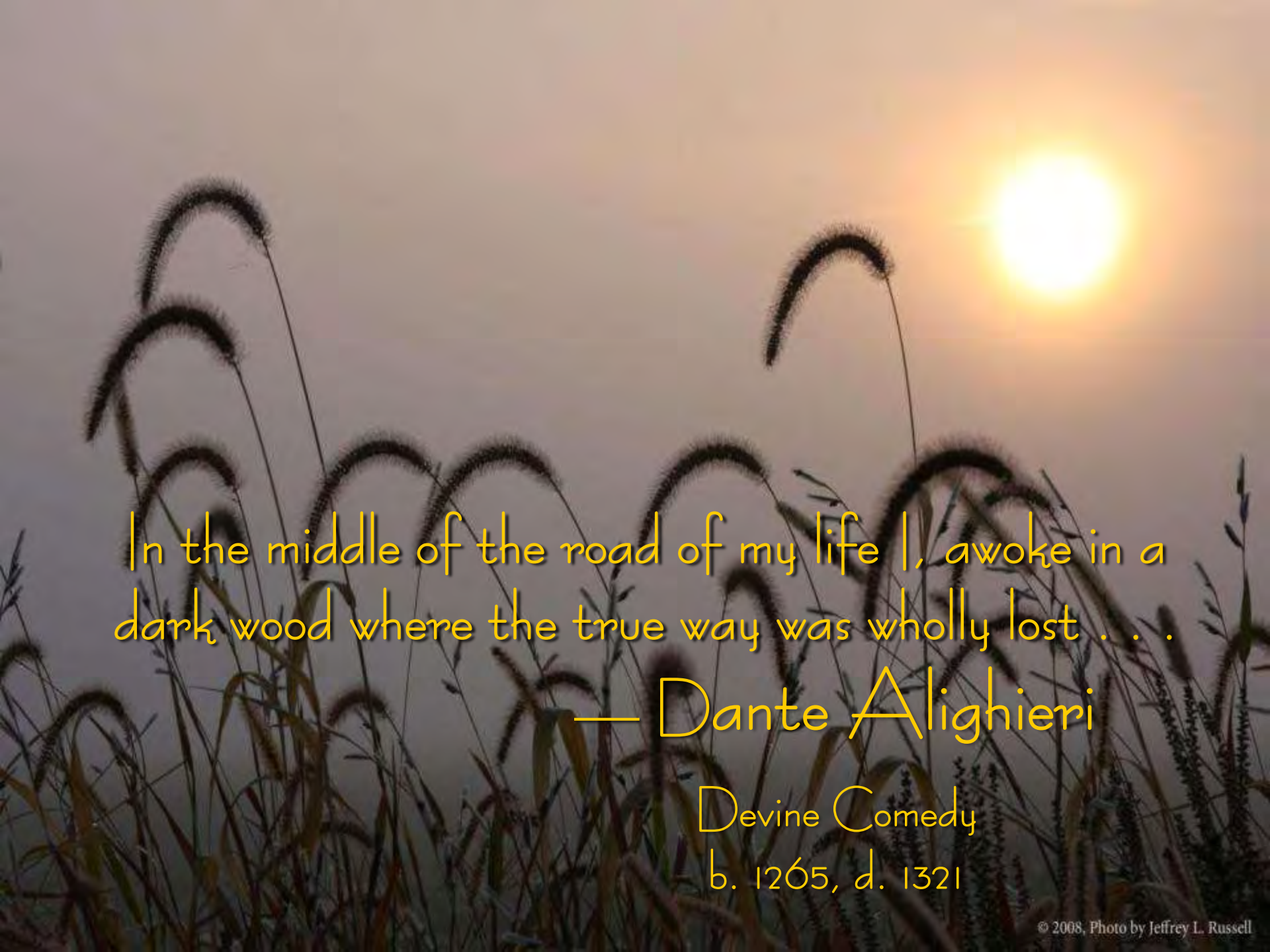
5. Get absolute organizational clarity on your strategic objectives.
6. Make choices.
7. Be flexible.
8. Focus on results.

# Top Secret: Master Execution

9. Gather the information you need.
10. Do one thing at a time.
11. Do it now. Don't procrastinate.
12. Work from a list.
13. Control your calendar.

# **Top Secret: Master Execution**

- 14. Eliminate distractions and diversions.**
- 15. Use the tools of self-management that work for you.**
- 16. Look back, think ahead.**
- 17. Begin each day and week with clarity of intent and purposeful action.**



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

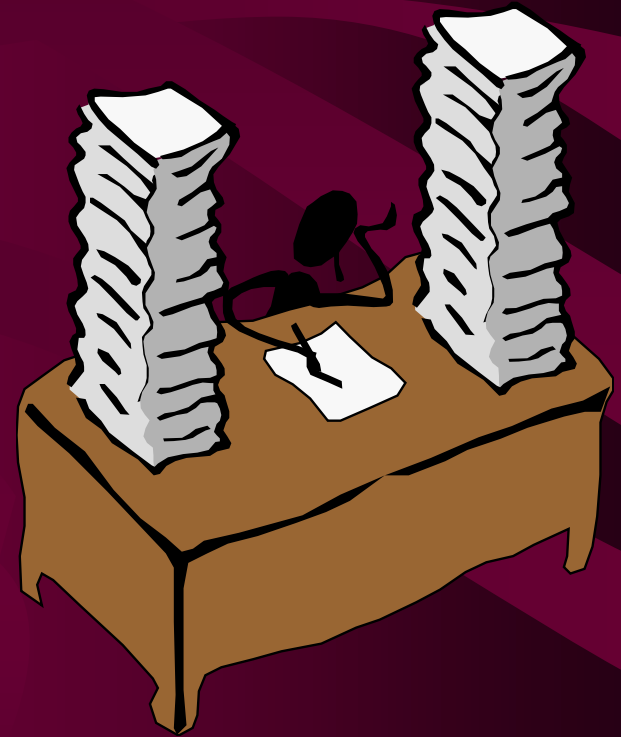
1. Know what's important to you in your work and life.
2. Create a "to do" list for each day.
3. Set aside a "Do Not Disturb" Time.
4. Check e-mail only at designated intervals.
5. When working with others, learn the difference between "Where can I help?" and "Where am I really needed?"
6. Learn the difference between "Do I need to do this now?" and "Do I need to do this at all?"

# Summary Tips

7. Use the 4Ds for every task/assignment: DO, DELEGATE, DELAY, or DUMP!
8. Git'er Done.
9. Sort your “inbox” each day.
10. Have a place for everything and put everything in its place.
11. Schedule 10 minutes each day to do nothing.
12. At the end of your day, spend 5 minutes organizing your space.

# 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!





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

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* fall!

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

