

3 Common Mistakes People Are Making About Time Management

*How they are preventing you
from doing your work!*

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To get a complete copy of presentation: <https://goo.gl/y6X4D5>

Agenda

1. Why do you want to be more productive?
2. How distractions are impacting us?
3. 3 Mistakes you are making about Time Management
4. 3 Strategies to solve those mistakes
5. Resources
6. Q&A

What's Time Management?

“Time Management is a misnomer. The challenge is to manage ourselves.”

Stephen

Covey



*Time management is always talked about as
“Task Management”*



Time Management House has 3 parts (rooms):

- 1. Planning (Figuring out what to do - Office)*
- 2. List (Breaking down “what to do into smaller task”- Living Room)*
- 3. Action (Doing - Kitchen)*
 - This is the part everyone talks about when they say time management*

Building a foundation for your Time Management House



3 Mistakes

- You don't know when you are at peak productivity
- You don't have a structured schedule
- You don't have good tools to manage distraction



Why do we want to have better Time Management?

Why?

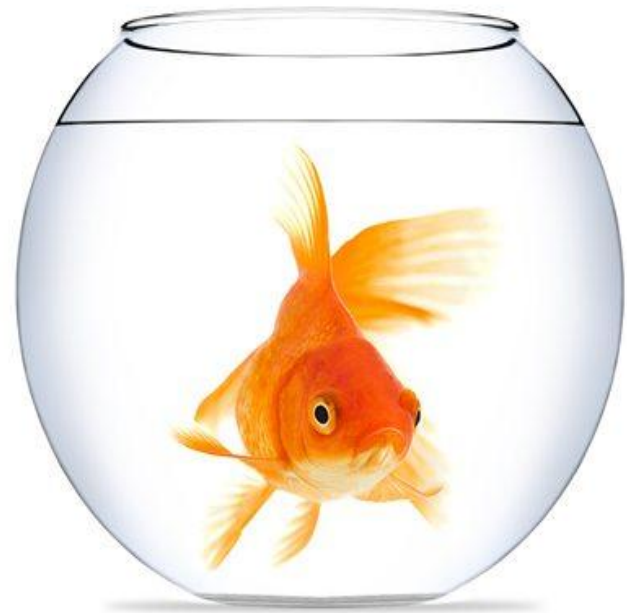
- Leave work early
- Get promoted
- Have less stress
- Take earned vacation

What's the big deal?

- Everything is conspiring against us being productive
- Everything leads to another choice
- Constantly multi-tasking
- Procrastination is a way of life

Attention Span

According to Time magazine our attention span is shorter than a goldfish!



<http://time.com/3858309/attention-spans-goldfish/>

Distractions...then



- Radio
- TV
- Newspaper
- Visiting with our co-workers

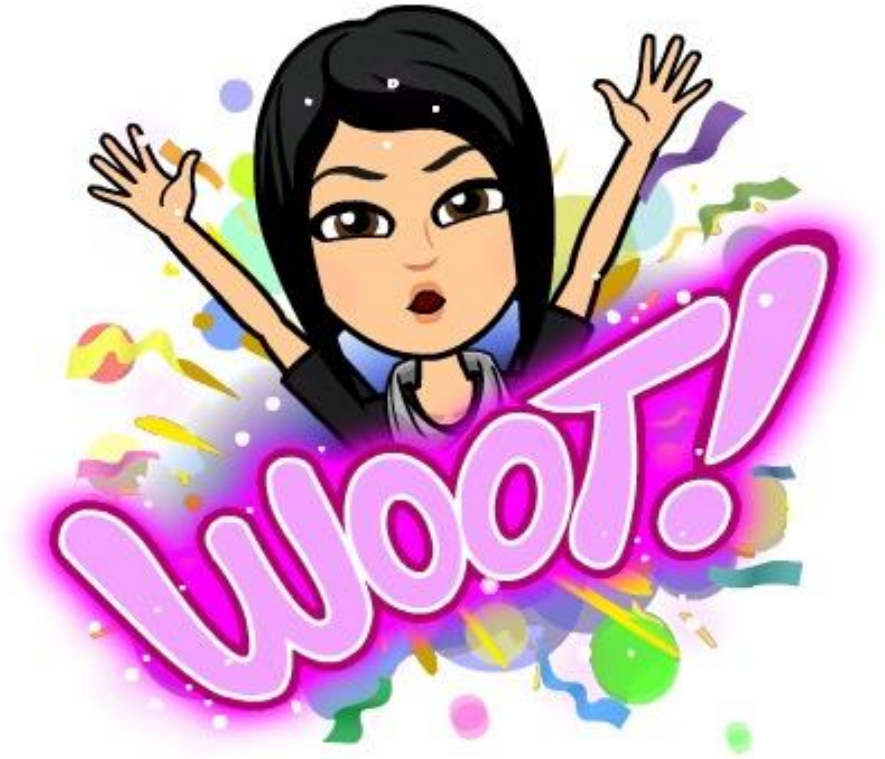
Distractions...now



- Radio on demand
 - podcasts
- TV on demand
 - All of the channels, all of the programs, all the time
- Phone Notifications
 - Email, text, news, weather
- Social Media
- Watch cat videos on YouTube
- Visiting with our co-workers

Case Study - Research

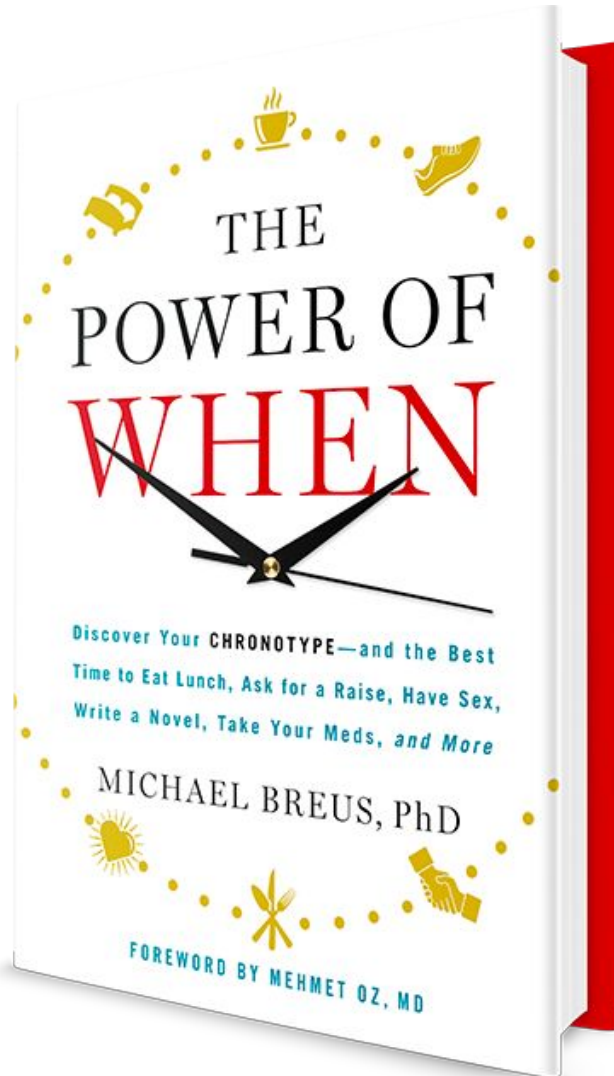
- I got accepted to do this presentation
- This PowerPoint was due in August
- “I have plenty of time”
- It was not finished until the last minute!



Mistake #1

- Not knowing your body clock
- You get up and go to work at the same time as everyone else
- Do you have to follow a 9-5 schedule?
- Is that working for you?

The Power of When



- The Power of When
By Michael Breus,
Ph.D

What's a chronotype

- A chronotype is your own personal biological clock that controls your body's rhythms – it is the reason you are grumpier in the morning or focus better later in the day.

Chronotype Knowledge

–4 Chronotypes

- Lion
- Dolphin
- Bear
- Wolf



Which one do you relate to?

Which chronotype do you think you might be?

Chronotype - Lion

Lion

- Conscientious, stable, practical, optimistic
- Overachievers, prioritize health and fitness, seek positive interactions, always strategizing
- Lions wake up bright eyed at dawn or earlier, start to feel tired late afternoon
- Most alert: noon
- Most productive: morning

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Chronotype - Dolphin

Dolphin

- Cautious, introvert, intelligent
- Avoid risky situations, strive for perfection, obsessive-compulsive tendencies, fixate on details
- Wake up un-refreshed
- Most alert: late at night
- Most productive: in spurts throughout the day

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Chronotype - Bear

Bear

- Cautious, extrovert, friendly and easy to talk to, open-minded
- Avoid conflict, aspire to be healthy, prioritize happiness, comfortable in familiar
- Bear wakes up in a daze after hitting the snooze button several times
- Most alert: mid-morning
- Most productive: late morning

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Chronotype - Wolf

Wolf

- Impulsive, pessimist, creative, moody
- Take risk, prioritize pleasure, seek novelty, react with emotional intensity
- Wolves have difficulty waking up before 9am, are groggy until midday, and are not tired until midnight or later
- Most alert: 7pm
- Most productive: Late morning and late evening

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Do you relate?

Which chronotype do you think you might be?

Strategy #1 – When To Work

When are you most productive?

When do you work best?

- Morning, afternoon, late at night?

When should you go to sleep?

When To Work Template



Week Of _____

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							
Night							

Goals: _____

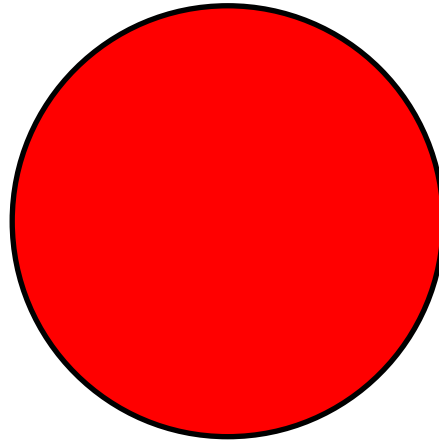
OrganizingManiacs.com

Exercise – 3 minutes

Create Your Ideal Schedule

- What does an ideal schedule look like for you?
 - Wake up at 5am or 9am
 - Do you go to sleep at 8pm or 1am
 - When would you work out?
 - When would you start your work day?
 - When would you have lunch?

Your Schedule



3 minutes

Mistake #2

- You are not using time blocking (Chunking) effectively
 - Now you know when you work best
 - You can use that information to plan your daily calendar

Strategy #2 - Time Blocking

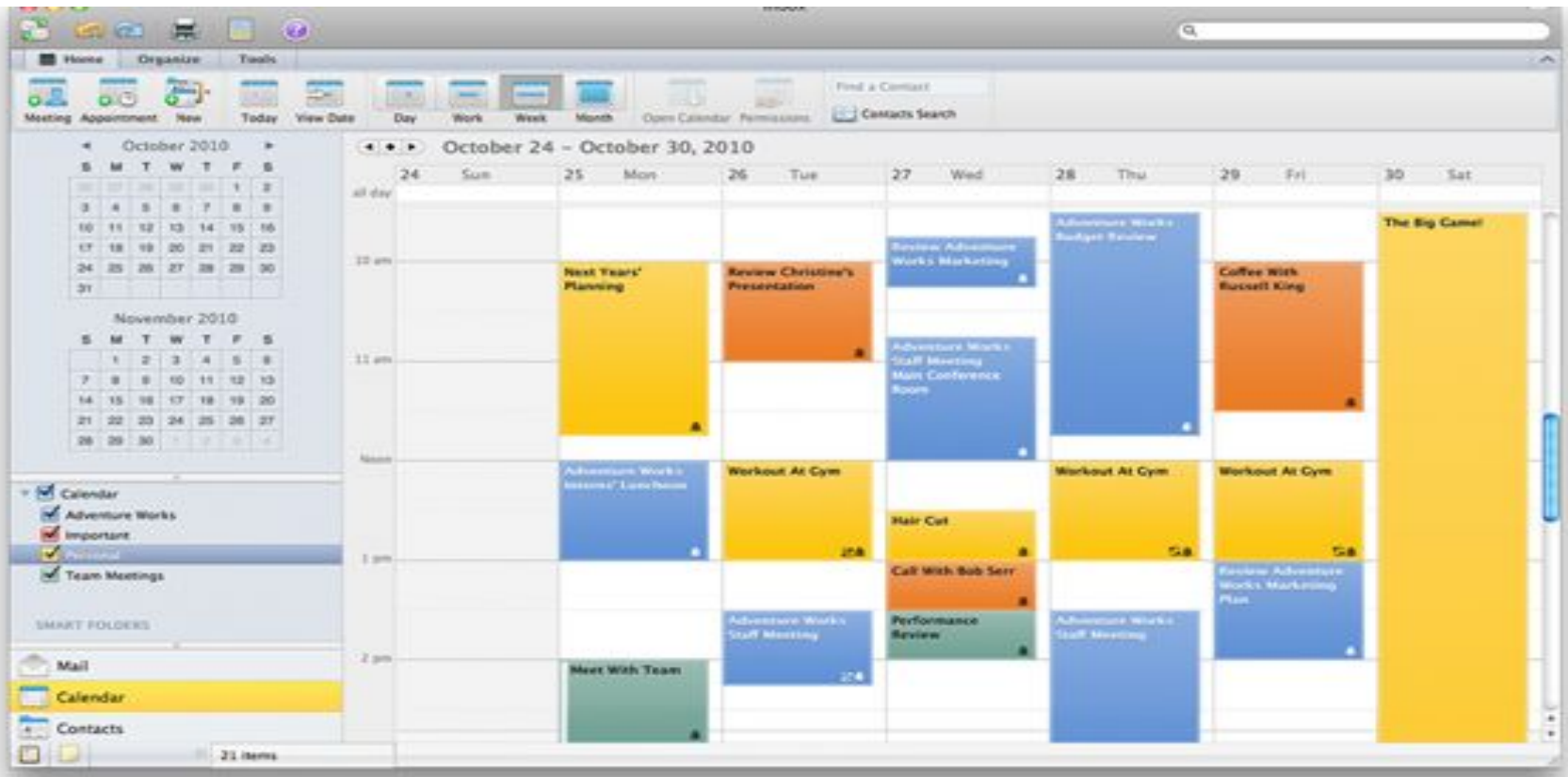
- What is Time Blocking?
 - It's a productive way to plan your week by using blocks of time on your calendar for specific and repeated tasks
 - Use anchors to create routines

Strategy #2 - Time Blocking

Consistency & Sequence matter in routine

- Data from Pierre Sequin - Brili's presentation

What does it look like?



How to Set Up Time Blocking

How to setup a Time-Block Week:

- Look at your work week and the tasks you need to accomplish
- Pick your anchor blocks
 - 15-30 minutes
 - morning or afternoon
 - assign specific tasks



Time Blocking Example

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning	Paperwork and filing	See clients	See clients	See clients	Paperwork and filing	Housework	
Afternoon	See clients	Follow up with potential clients	See clients	See clients	Follow up with potential clients		

Why Time Blocking?

- Why should you use time blocking?
 - 1/3 of employees are distracted at work for up to 3 hours a day
 - 60 hours a month
 - 759 hours each year

<http://www.telegraph.co.uk/finance/jobs/11691728/Employees-waste-759-hours-each-year-due-to-workplace-distractions.html>

Why Time Blocking?

- Why should you use time blocking?
 - 1 in 5 employers think that employees are productive fewer than 5 hours a day

<http://fortune.com/2016/06/09/smartphones-making-you-slack-at-work-survey/>

Why Time Blocking?

- It forces prioritization
- If you work from you home
 - You know that there are lots of distractions
 - House chores
 - Friends & family

Time Blocking Example



Week Of _____

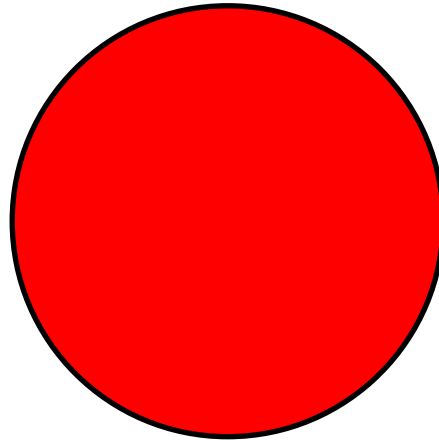
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:00 A M							
:30							
9:00 A M							
:30							
10:00 A M							
:30							
11:00 A M							
:30							
12:00 P M							
:30							
1:00 P M							
:30							
2:00 P M							
:30							

Exercise – 3 minutes

Create Your Ideal Time Blocks

- What does an ideal time block look like for you?
 - Respond to emails morning or afternoon?
 - When do you work on big projects?
 - When do you have meetings?
 - When do you see clients?

Your Schedule



3 minutes

Mistake #3 – No Tools!

- Not using any tools to keep you focused
- Letting nature guide your time blocks
- Not considering all of the distractions coming at you

Got Distraction?



Got Distraction?

- Easy to say...
- Don't get distracted! Stick to your schedule.
 - Turn off technology that you don't need for the task
 - Put a sign on your door to minimize distractions



Strategy #3 – Timers & Alarms

- Timers are one of the most undervalued productivity tools
- They help you keep track of time
- They help you stay focused
- They help you get tasks accomplished
- Use timers to avoid Hyper-focus

Don't Hyper-Focus

What is Hyper-focus?

- It is the experience of deep and intense concentration in people with ADHD.
- While mundane tasks may be difficult to focus on, others may be completely absorbing.

Types of Timers

- Electronic
 - Your cell phone
 - Timer apps
 - Timer widgets for your desktop
- Physical
 - Time Timer
 - Stopwatch
 - Kitchen Timer
 - Wrist Watch

Time Timer

- This is one of the best timers I have ever seen!
- It helps everyone visually see time expire
- It helps keep you focused
- It doesn't ding loudly when the time expires



Time Timer

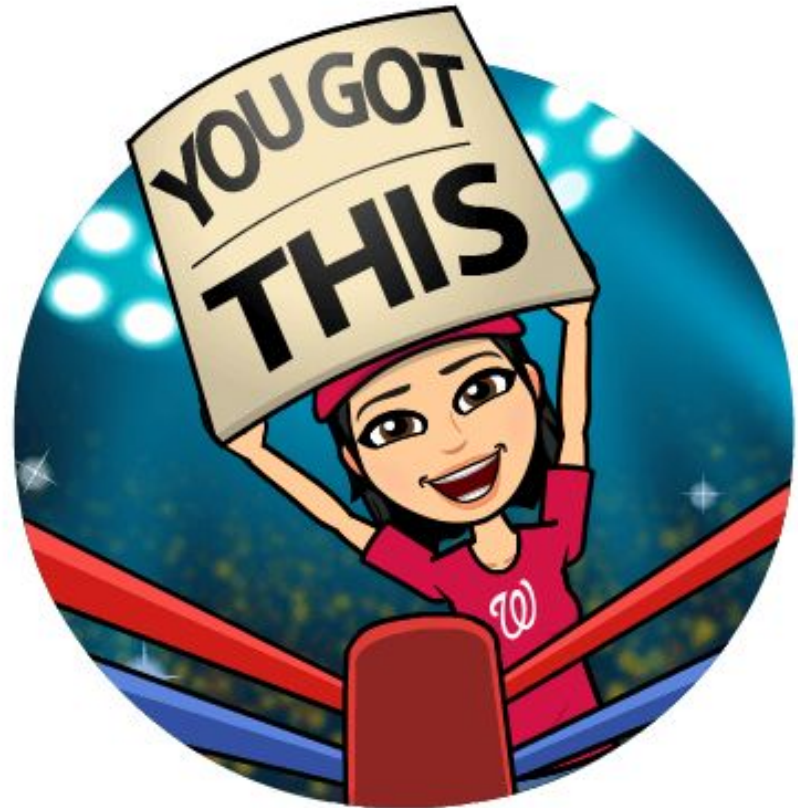
- Time Timer comes in different sizes
- Different colors
- In the form of Apps
- You can find them at

www.TimeTimer.com



Case Study - Alarm

- Amanda
 - Set up a separate email address
 - Created her ideal schedule
 - Set up alarms to anchor each task



Intentions

- Always good!
- Personal Story – Education Junkie
 - Go home and have binder on floor
 - Get frustrated start kicking it
 - Get mad and move it to a shelf
 - Never get anything accomplished
- Sounds familiar?

What's in it for YOU?

- You have taken a lot of notes
- You have made commitments to yourself
- Want to take action?



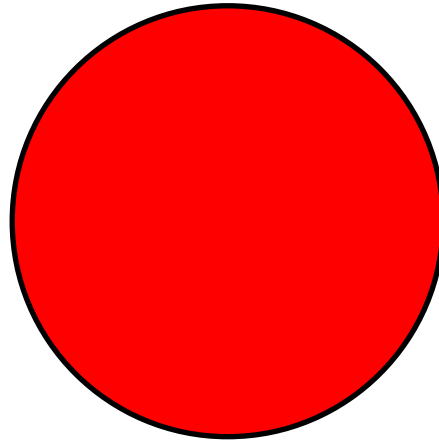
What's in it for YOU?

A large, empty, lined notepad graphic. It has a white background with horizontal grey lines. The notepad is framed by a thin orange border with small orange brackets at each of the four corners.

Write down 3-5 goals you are committing to yourself to accomplish in the next 3 months?

© Note pAD/HD

Your Schedule



3 minutes

Takeaway

How are you going to apply something you learned?

What's Time Management?



“A year from now you may wish you had started today.”

Karen Lamb

Chronotype - Quiz



The Power Of When Quiz

<https://thepowerofwhenquiz.com/>

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Questions?



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