



# Time Management

So California Tri-Counties Branch of the  
International Dyslexia Association

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# 21 Signs That You Might Be Failing at Time Management...

- **You are constantly rushing.** From one urgent matter to another...
- **You miss appointments.** Sometimes not even knowing they are happening...
- **You are late.** And people expect you to be so...
- **Your reputation precedes you.** Important tasks are given to others...
- **You forget tasks.** Until it is too late...

# More Signs

- **You miss deadlines.** And often ask for extensions...
- **You don't keep your word.** You make a lot of promises with very little follow-through...
- **Your workplace is messy.** You don't even know what color the surface of your desk truly is...
- **You spend all your time on last-minute fire drills.** And don't get to the important tasks...
- **You don't get enough sleep.** You stay up late on activities that hinder your productivity...

# And more...

- **Your organization system consists of piles.** And you know just where you put that paper...
- **Your notes are scattered across multiple systems.** And even that napkin from lunch...
- **You pay penalties and late fees.** Because you don't get things done on time...
- **You miss opportunities.** Doors of opportunity close on you before you act....
- **The inside of your car is a mess.** This is a great first indicator of your organization...

# And finally...

- **You don't have that important phone number.** Business cards litter your drawers...
- **You can't find that important document.** It's here *somewhere...*
- **Your email inbox is overflowing.** It's piling up faster than you can empty it...
- **Your "system" consists of gadgets and software that you don't use.** But, you're going to learn them someday...
- **You work during meetings.** Because it is the only time you have to get work done...
- **You work long hours.** Yet, there is always too much to do...

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# Habit 3



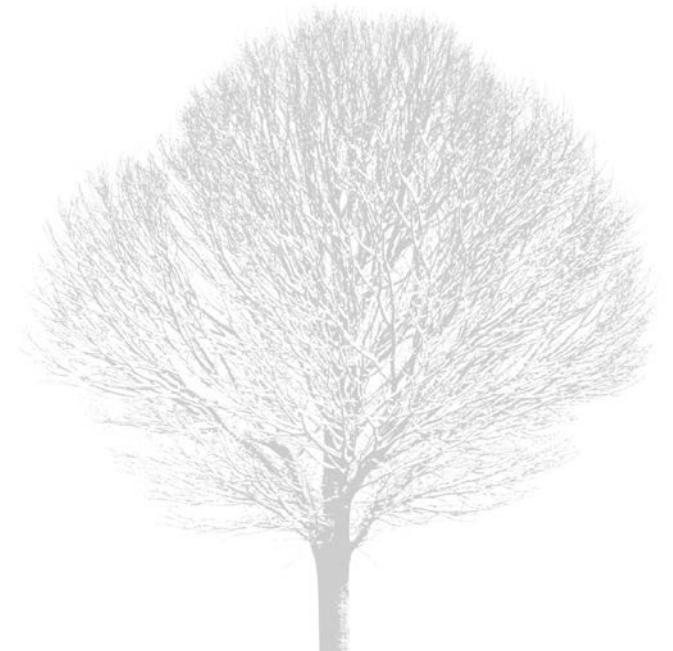
## Put First Things First

*Things which matter most must  
never be at the mercy of things  
which matter least.*

*--Johann Goethe*

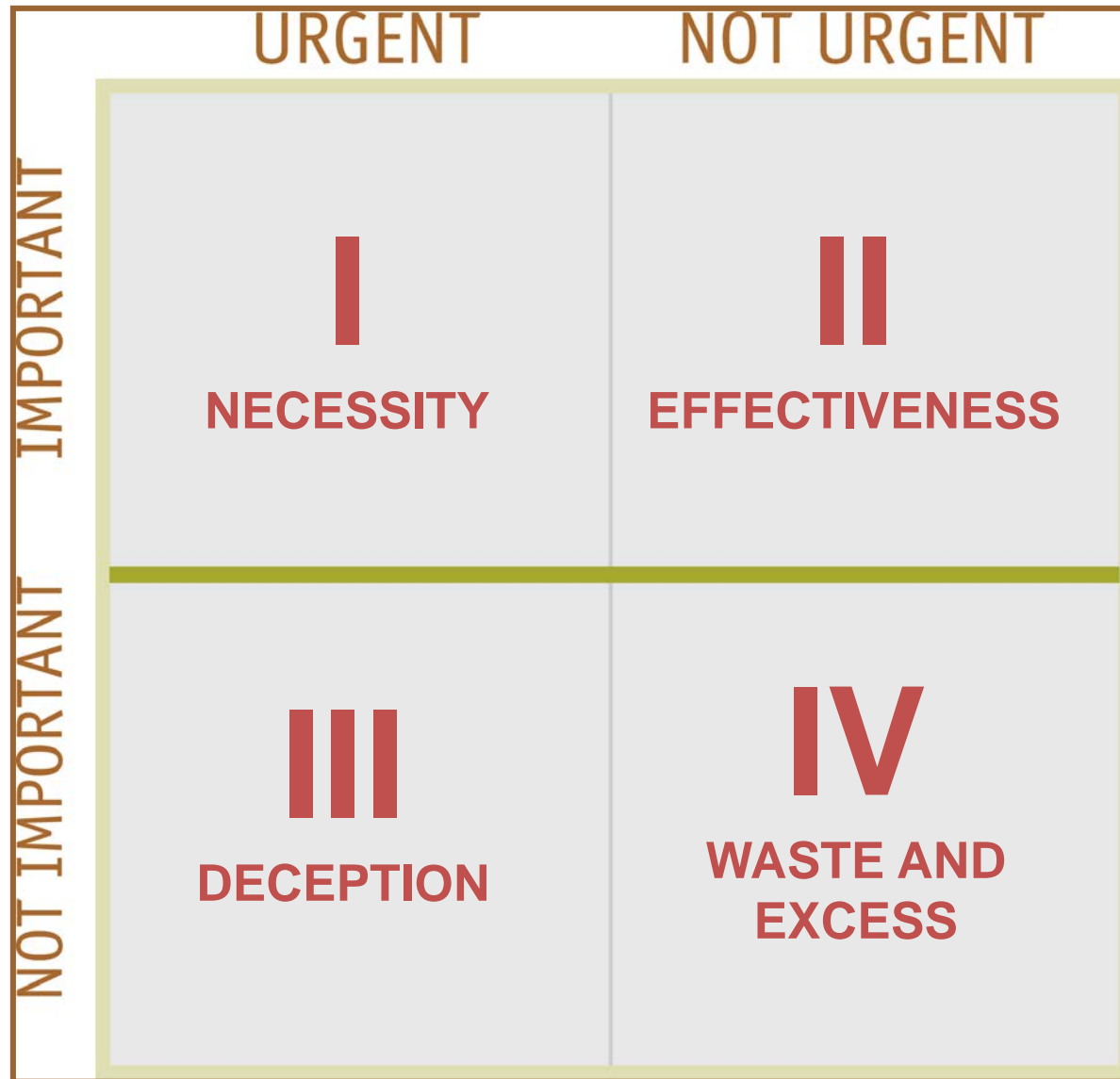
**Ineffective:** I put urgent things first.

**Effective:** I put important things first.

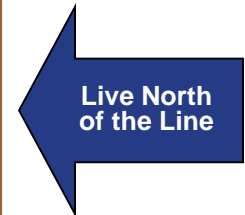




# The Time Matrix



	URGENT	NOT URGENT
IMPORTANT	<ul style="list-style-type: none"> <li>• Crises</li> <li>• Pressing problems</li> <li>• Deadline-driven projects, meetings, reports</li> </ul>	<ul style="list-style-type: none"> <li>• Preparation</li> <li>• Prevention</li> <li>• Planning</li> <li>• Relationship building</li> <li>• Re-creation</li> <li>• Values clarification</li> </ul>
NOT IMPORTANT	<ul style="list-style-type: none"> <li>• Needless interruptions</li> <li>• Unnecessary reports</li> <li>• Unimportant meetings, phone calls, mail, e-mail</li> <li>• Other people's minor issues</li> </ul>	<ul style="list-style-type: none"> <li>• Trivia, busywork</li> <li>• Irrelevant phone calls, mail, e-mail</li> <li>• Time-wasters</li> <li>• "Escape" activities</li> <li>• Excessive TV, Internet, relaxation</li> </ul>

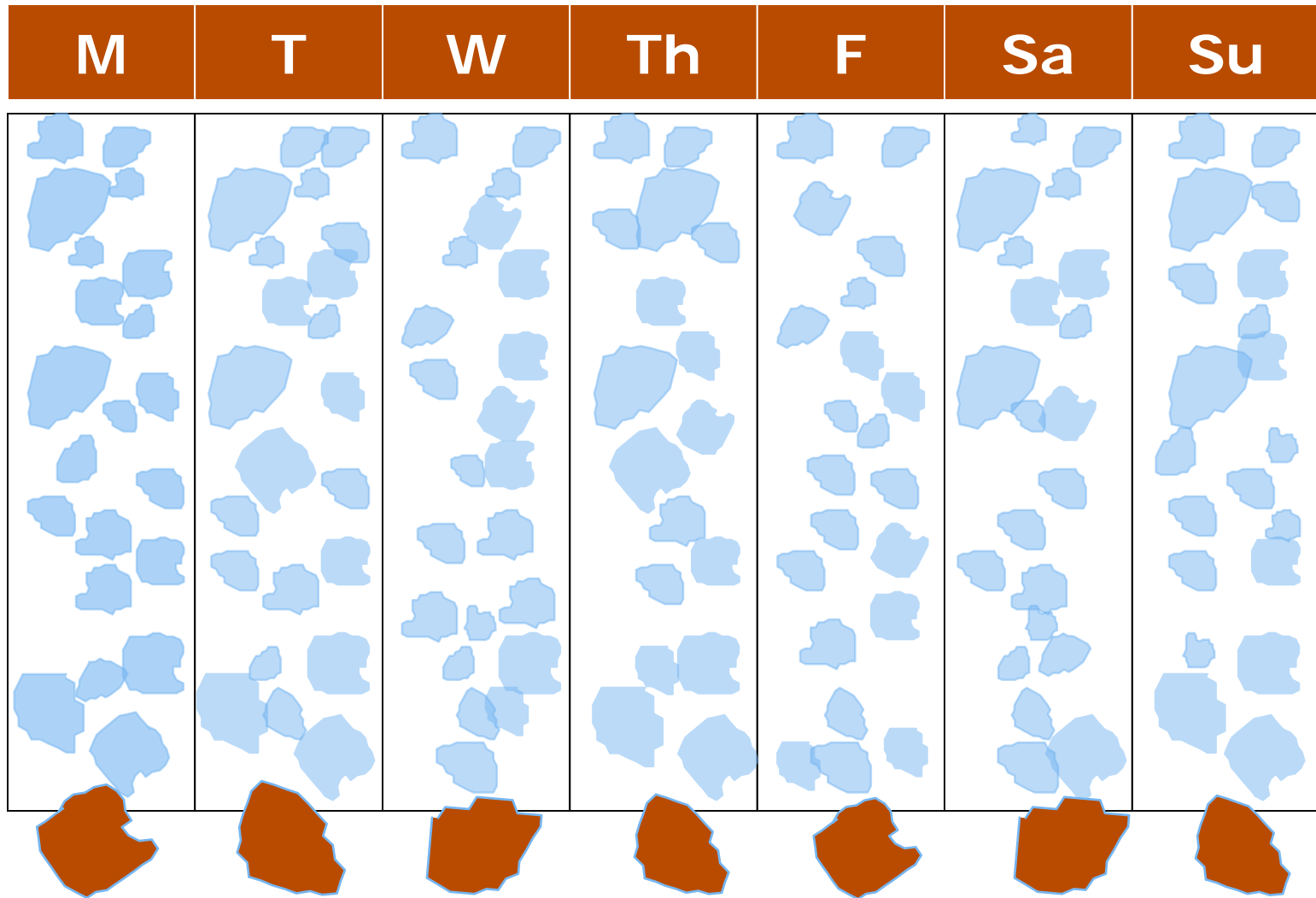


# Big Rocks

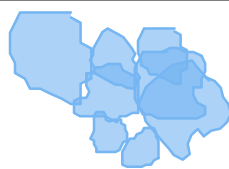
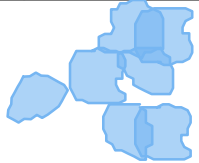
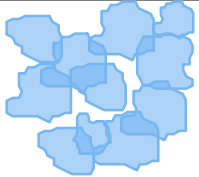
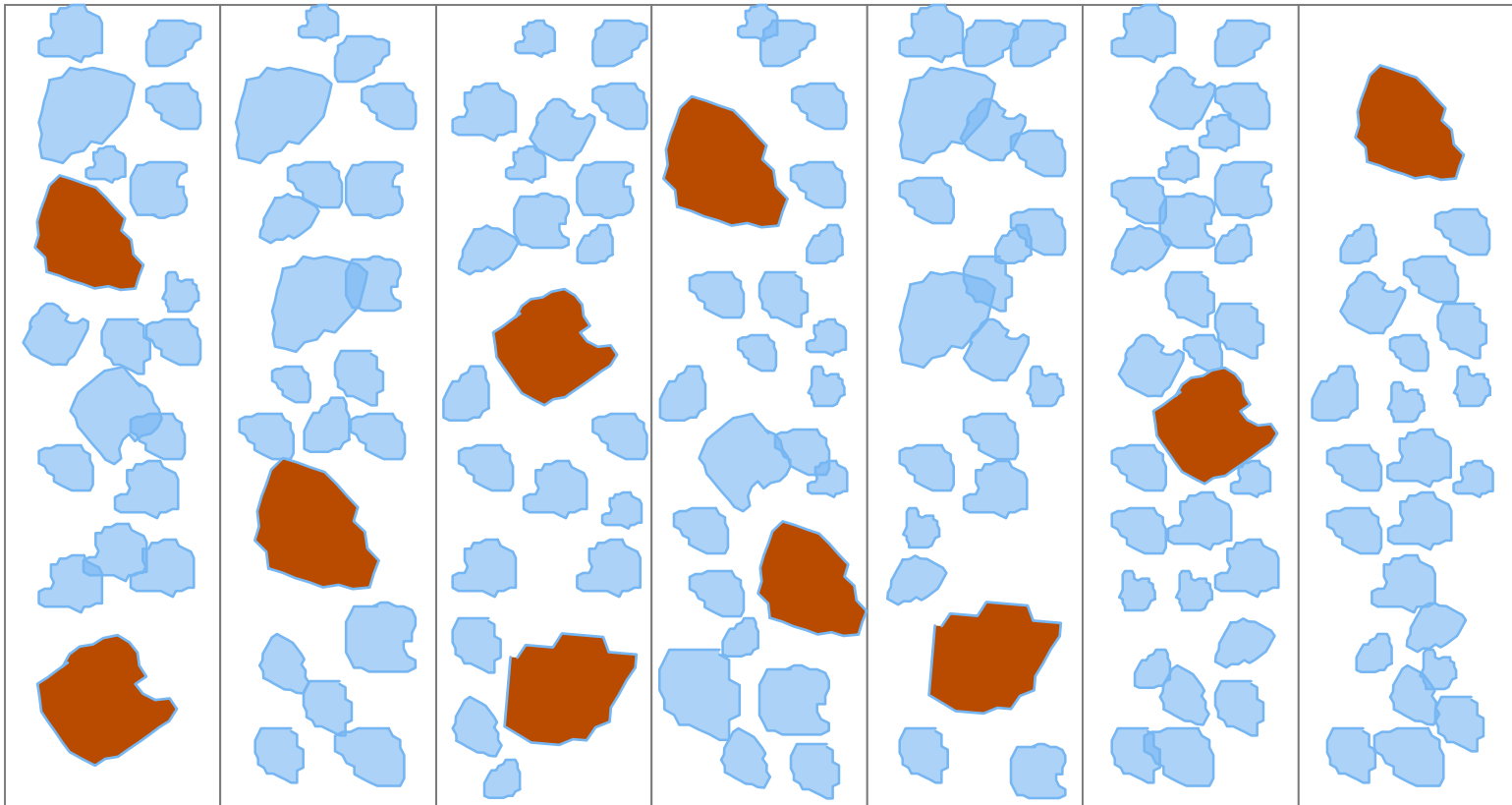


<http://www.youtube.com/watch?v=NoplZCcGVom>

# Traditional Scheduling





M	T	W	Th	F	Sa	Su
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# Identify the Big Rocks for Each of Your Roles

- Identify the roles you want to focus on for the coming week.
- Choose your big rocks and write them on the Weekly Compass.

Weekly Compass	
	<b>ROLE #1:</b> Self ( <i>Sharpen the Saw</i> ) <b>BIG ROCKS:</b>
<p><i>What is the most important thing I can do in this role this week?</i></p> 	<b>ROLE #2:</b> <b>BIG ROCKS:</b>
	<b>ROLE #3:</b> <b>BIG ROCKS:</b>
	<b>ROLE #4:</b> <b>BIG ROCKS:</b>
	<b>ROLE #5:</b> <b>BIG ROCKS:</b>
	<b>ROLE #6:</b> <b>BIG ROCKS:</b>
	<b>ROLE #7:</b> <b>BIG ROCKS:</b>



*What is the most important thing I can do in this role this week?*



## Weekly Compass

**ROLE #1:** Self (*Sharpen the Saw*)

**BIG ROCKS:**

**ROLE #2:**

**BIG ROCKS:**

**ROLE #3:**

**BIG ROCKS:**

**ROLE #4:**

**BIG ROCKS:**

**ROLE #5:**

**BIG ROCKS:**

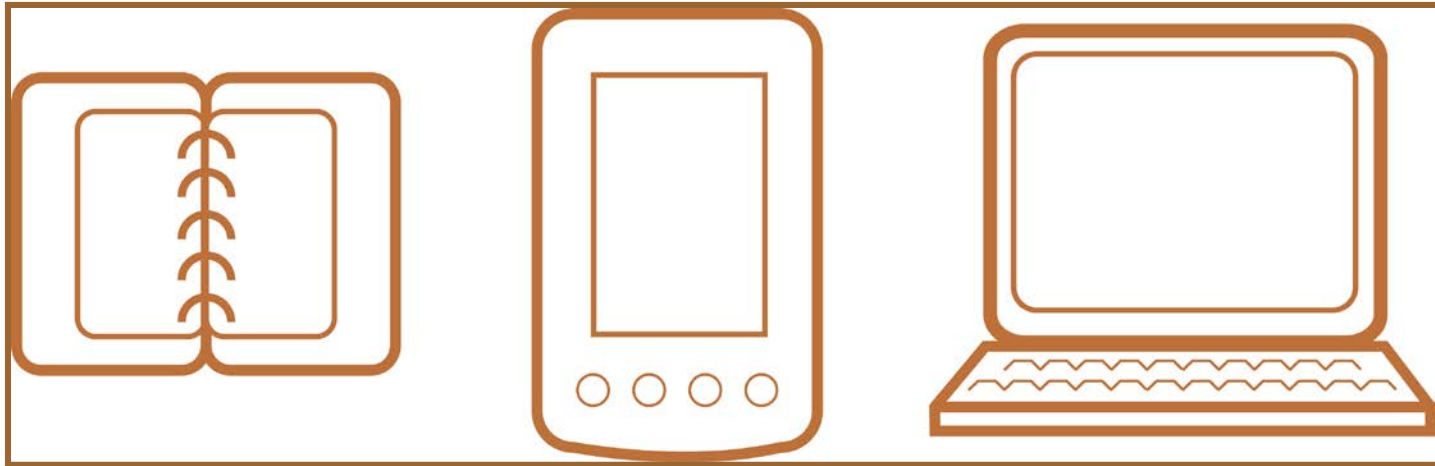
**ROLE #6:**

**BIG ROCKS:**

**ROLE #7:**

**BIG ROCKS:**

# Keep a Calendar/Planner





# 10 Things That Can Help

- Set Personal Goals
  - The big rocks will be those things that will help you reach your goals.
- Keep a To Do List
  - Make sure the big rocks go on this list.
- Prioritize Your To Do List
  - What will you do first? Next?
- Manage Your Distractions
  - What are those distractions? How can you handle them?

# 10 Things That Can Help

- Avoid Procrastination
  - Remember how you eat an elephant...one bite at a time.
- Don't Take On Too Much
  - Learn to say no.
- Know the Difference Between “Busy” and “Productive”
  - Sometimes it makes us feel important to be “busy” but busy doesn't always get the job done.

# 10 Things That Can Help

- Avoid Multi-Tasking
  - Though it seems as though it saves time, it actually slows you down by 20% - 40% and tasks will be completed with less quality.
- Take breaks.
  - This is an important Quadrant II activity!
- Schedule Yourself Effectively
  - Think about the time of day when you have the most energy, and accomplish the big rocks at those times.

# Thank You!

