



# Time

## A non-renewable resource

Learn how to supercharge your time management skills



### **Activity 1; 168**

Each week has 168 hours (24 hours X 7 days). Analyse how much time you spend in an average week on sleep, leisure, meals, chores, exercise, transportation, work, family responsibilities, classes and studying. Look at the following example of a time analysis:

Hours per activity in a seven-day week

Sleep 56 hours

Leisure/free time 8 hours

Meals 14 hours

Chores 5 hours

Exercise 5 hours

Transportation 5 hours

Work 15 hours

Family 5 hours

Classes 30 hours

Studying 15 hours

**Total 158 hours**

In this example, 158 of the 168 hours a week are committed, leaving 10 hours of flexible time. Flexible time is important, so you can deal with unexpected pleasant events such as being given tickets to a concert, or unpleasant events such as getting sick. Without flexible time, you may find it difficult to catch up those hours you lose when you are sick. Also, sometimes things take longer than you anticipated. With flexible time, you can catch up with your work reading or assignments, even though your assignment takes longer than you expect. Make sure you have enough flexible time to easily juggle commitments and avoid stress caused by a too tightly planned schedule. Without this time, you may not be able to keep working towards your goals, and you may have to re-examine them, prioritise them and postpone the less important.

Now complete your own time analysis. How much flexible time do you have? Use the table on the next page to do your analysis.

## Activity 2; Time Analysis

Activity	Hours per week
Sleep	
Leisure/free time	
Meals	
Chores	
Exercise	
Transportation	
Work	
Family	
Classes	
Social media	
Total	

**Activity 3; what I did yesterday . . .**

Jot down 10 things you did at work yesterday (no order, no prompts, no comments).

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

Next, list the 5 topics that you expect to discuss at your next appraisal/performance review or coach session.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Look at the two lists together and mark in some way on the first list all the things which have a direct link to the second list. (Delegates may try to make indirect links to justify why they did certain things!)

The 'light bulb' moment is the recognition that we spend time on things which have little or no consequence to our performance.

I usually ask them to plot the list of 10 things on an "Importance/Urgency" grid. They need to concentrate on the "important & urgent/non-urgent (therefore, planned) activities.

#### **Activity 4; Develop you D.M.O.**

Highlight what are your consistent actions from previous activity. Can it be broken into a summary of daily activities?

Example

1. Responding to urgent emails and calls, 10 before 10
2. Create 3 pieces of content for social media
3. Staff planning meeting
4. Meet 3 new contacts per day online or face to face
5. Lunch; Mindful hour, time out, walk/exercise etc
6. Follow ups
7. Business critical calls.

This will be your daily checklist. It should work for you and it should create action and consistency.

## **Activity 5; The Urgent-Important Matrix**

Write each task in the appropriate matrix quadrant.

Task List

- Prepare daily status report.
- Work on training to get CPA Qualification.
- Complete year-end items (three days overdue).
- Complete data gathering for invoice project (due in two days).
- Have lunch with Sarah.
- Talk to Rory about possibility of taking on the construction project.
- Send daily invoice errors to Jenny.

**Urgent & Important**

**Important, But Not  
Urgent**

**Urgent, But Not  
Important**

**Not Urgent &  
Not Important**

## Activity 6; The Four D's

1. Do
2. Delete
3. Defer
4. Delegate

Item on Your Desk	Appropriate D?
Pile of junk mail	
Memo outlining new vacation policies	
Note to get Jennies project information from last year and send to your manager	
Accounting department's new policy book (needs to be read so that you are up to date, although it will not directly affect your department)	
Note to deliver documents to David down the hall	