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PATHWAY: A JOURNEY TO LEADERSHIP

MODULE III: SESSION V

TIME MANAGEMENT





OBJECTIVES

- Understand the concept of time management and the time management matrix
- Recognize how to prioritize effectively with multiple responsibilities
- Manage and control chaos and interruptions
- Learn tips to reduce your stress levels and balance work priorities
- Discuss The 7 Habits of Highly Effective People



TIME MANAGEMENT



WAIT!!!!!!!!!!!! FOR ME



NOPE GOTTA GO



WHAT IS TIME MANAGEMENT?

Time Management is the act or process of planning and exercising conscious control over the amount of time spent on specific activities, especially to increase effectiveness, efficiency or productivity.





THE IMPORTANCE OF TIME MANAGEMENT

In time management you must recognize and utilize how working hours are spent. There must be a prioritization of tasks in order to maximize productivity in the workplace.

Benefits of Time Management:

- ❖ Increases Productivity- prioritizing and setting realistic goals
- ❖ Motivation- time based deadlines
- ❖ Reduce Stress- make time for double checking
- ❖ Improve Work Quality– allowing allotted time for quality



TIME MANAGEMENT MATRIX

Urgent vs. Important

- ❖ **Urgent**- A duty is urgent if you or others feel that it requires immediate attention
- ❖ **Important**- A duty is important if it contributes to your mission, values, and high priority goals

Let's look at Stephen Covey's Time Management Matrix™



TIME MANAGEMENT MATRIX

	Urgent	Not Urgent
Important	<p>I</p> <ul style="list-style-type: none"> ▪ Crisis ▪ Pressing problems ▪ Deadline-driven projects, meetings, preparations 	<p>II</p> <ul style="list-style-type: none"> ▪ Preparation ▪ Prevention ▪ Values clarification ▪ Planning ▪ Relationship building ▪ Empowerment
Not Important	<p>III</p> <ul style="list-style-type: none"> ▪ Interruptions, some phone calls ▪ Some mail, some reports ▪ Some meetings ▪ Many proximate, pressing matters ▪ Many popular activities 	<p>IV</p> <ul style="list-style-type: none"> ▪ Trivial, busywork ▪ Some phone calls ▪ Time wasters ▪ “Escape” activities ▪ Irrelevant mail/email



TIME MANAGEMENT MATRIX

Quadrant 1

Important/Urgent

QUADRANT OF NECESSITY

- Represents things that are both “urgent” and “important” – we *need to spend time here*
- This is where we manage, produce and bring our experience and judgment to bear in responding to many needs and challenges
- Many important activities become urgent through procrastination, or because we don’t do enough prevention and planning

Key action word: **MANAGE**



TIME MANAGEMENT MATRIX

Quadrant 2

Important/Not Urgent

QUADRANT OF QUALITY & PERSONAL LEADERSHIP

- Includes activities that are “important, but not urgent”
- Here’s where we do our long-range planning, anticipate and prevent problems, develop others, broaden our minds and increase our skills
- Ignoring this Quadrant feeds and enlarges Quadrant I, creating stress, burnout, and deeper crises for the person consumed by it

Key action word: **FOCUS**



TIME MANAGEMENT MATRIX

Quadrant 3

Urgent/Not Important QUADRANT OF DECEPTION

- Includes things that are “urgent, but not important”
- The noise of urgency creates the illusion of importance
- Actual activities, if they’re important at all, are important to someone else
- Many phone calls, meetings and drop-in visitors fall into this category

Key action word: **CAUTION**



TIME MANAGEMENT MATRIX

Quadrant 4

Not Urgent/Not Important

QUADRANT OF WASTE

- Reserved for activities that are “not urgent, not important”
- We often “escape” to Quadrant IV for survival (unimportant telephone calls, emails)
- Making time for office gossip would qualify as Quadrant IV time-wasters

Key action word: **AVOID**



TIME MANAGEMENT MATRIX

	Urgent	Not Urgent
Important	I List some of your necessities	II List some of your personal effectiveness
Not Important	III List some of your distractions	IV List some of your waste



GROUP ACTIVITY

Group Activity: Staying true in the moment of Personal Management

Situation:

You are about to have your weekly meeting with your manager, Shervon, and you are way behind for the day. You have 45 unopened emails and several messages on your cell phone that you have not listened to. Janine comes to you and asks, “Have you completed our project that you promised to finish today?” You haven’t completed it. Utilizing the Time Management Matrix, what can you do to better manage your schedule.

Discuss with your group. Have one person in the group tell the class how you would handle the situation.



TIME MANAGEMENT MATRIX

Time Management Matrix Summary

- The best use of time focuses on **importance** (Quadrants I and II)
- Building relationships, planning and preparation are **Quadrant II**.
- Anticipate **Quadrant I** activities by spending time in Quadrant II
- You have to **free** up some of your time for Quadrant II
- **Identify & eliminate** unimportant matters in Quadrants III & IV that have nothing to do with your job duties



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MANAGING MULTIPLE RESPONSIBILITIES



PRIORITIZING YOUR DAY





PRIORITIZING YOUR DAY

Managing your time effectively will help you get more done each day. What can you do if you don't have good organization skills? Here are seven techniques to help you prioritize your day and become more efficient:

- 1. Plan your day-** Each day go over a to-do list of important things you must accomplish. Knowing what you must do will help minimize conflicts and last minute rushes.
- 2. Prioritize the task-** This will ensure you spend time and energy on those responsibilities most important to you. Set goals for the day.





PRIORITIZE YOUR DAY

- 3. Take the time you need to do a quality job-** Doing work right the first time saves you time. If you make errors or rush, you are spending even more time on the corrections.
- 4. Break large task into smaller tasks-** Work on task in increments until you get it all done.
- 5. Delegate tasks-** Know when to delegate tasks to employees who have the knowledge and skills necessary to complete it on time.





PRIORITIZE YOUR DAY

6. **Learn to say no-** Do not take on additional responsibilities without completing your “must do” tasks. Consider your goals.

7. **Limit distractions-** Minimize time wasters (gossip, non-work related phone calls and emails, interruptions). Avoid the temptation of unnecessary socializing when you have to work.

8. **Prepare for the unexpected-** Leaders have to find a way to deal with issues by implementing preventative plans, so schedule time in your day to handle unexpected things.





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MANAGING CHAOS AND INTERRUPTIONS



MANAGING CHAOS





CHAOS AND INTERRUPTIONS

You can easily fall behind on your task by mismanaging your time. If you do not recognize time wasters and procrastination, you will lose sight of your duties going unaccomplished.

Time Wasters vs. Procrastination:

- ❖ Time Wasters- Things that interrupt you from accomplishing your job duties
- ❖ Procrastination- Putting off or delaying important job duties

Both can cause chaos in your daily tasks. Manage chaos by organizing your day (free from time wasters and procrastination)!



TIME WASTERS

Most Common Time Wasters and How to Overcome Them

- **Socializing on the job-** say “I can’t talk right now. I’ll get back to you.”
- **Telephone interruptions-** let non-job related calls go to voicemail. The telephone is a major time killer.
- **Extended lunches or breaks-** recognize when you’re wasting time.
- **Drop in visitors-** say “NO” when you don’t have time to talk.
- **Poorly run meetings-** decide what you need to do, can realistically do and move on.
- **Not sticking to your RREs-** make sure you are accomplishing your goals.



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PROCRASTINATION VIDEO- WHEN YOUR SUPPOSED TO BE WORKING

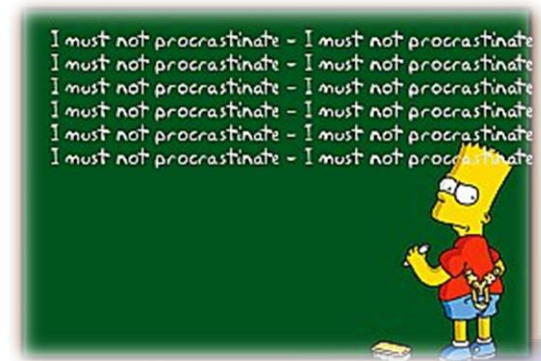
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OVERCOMING PROCRASTINATION

1. **Ignoring the task, hoping it will go away-** organize, schedule, and plan everyday
2. **Underestimating how long it will take-** set and keep deadlines
3. **Overestimating your abilities and resources-** don't be overconfident in your abilities, ask for help if needed





OVERCOMING PROCRASTINATION

4. **Doing something else that isn't very important-** ask your co-workers to help you stay on your priorities and deadlines
5. **Talking about a hard job rather than doing it-** divide a big job into smaller ones
6. **Telling yourself that poor performance is okay-** make sure your work is quality and reward yourself when you're done



BALANCING WORK PRIORITIES

Remember:

- ❖ Block out a specific time to accomplish your tasks
- ❖ Whenever you find yourself with some free time, do a small part of your larger task
- ❖ Stay on top of things by being tough with your time
- ❖ Avoid periods of inactivity. There is always something you can be doing, even if it is helping others



BALANCING WORK PRIORITIES

If you were to ask me what single practice would do more to balance your life and increase your productivity than any other, it would be this: plan your week each week before the week begins.

-Stephen Covey





QUESTIONS / COMMENTS





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THE 7 HABITS OF HIGHLY EFFECTIVE PEOPLE





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HABIT 1: BE PROACTIVE

THE HABIT OF PERSONAL RESPONSIBILITY





BE PROACTIVE

The Habit of Personal Responsibility

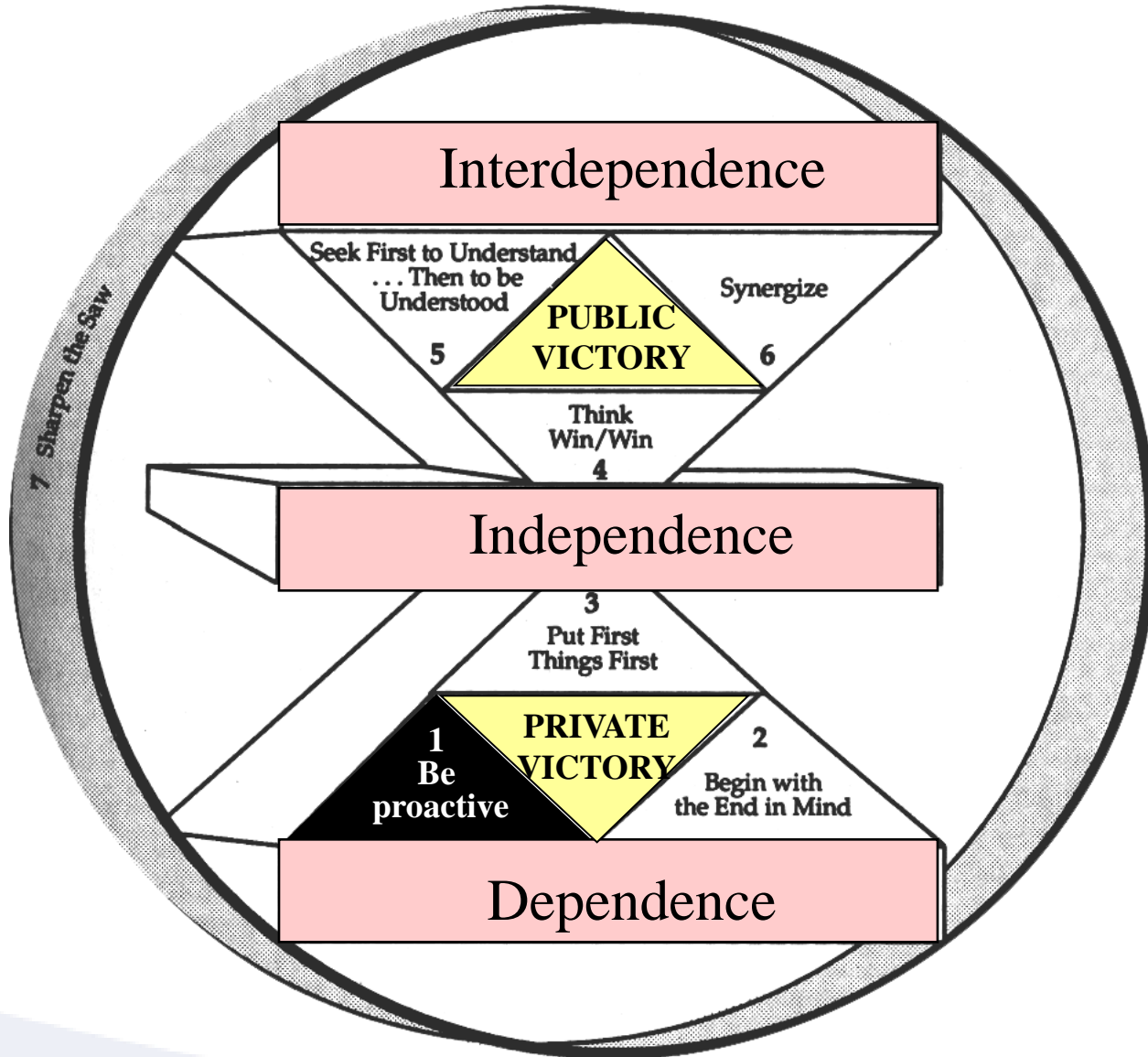
Understand your paradigms- Paradigms are the way we see, understand, and interpret the world-our mental map

The 7 habits moves through three stages:

- **Dependence:** the paradigm under which we are born, relying upon others to take care of us.
- **Independence:** the paradigm under which we make our decisions and take care of ourselves.
- **Interdependence:** the paradigm under which we cooperate to achieve something that cannot be achieved independently.



BE PROACTIVE





BE PROACTIVE

Reactive vs Proactive Behavior

- **Reactive Behavior-** allows outside influences (moods, feelings and circumstances) to control their response

Examples: get angry and say things you regret, whine and complain, blame other people, etc.

- **Proactive Behavior-** allows themselves the freedom to choose their response based on principles and desired results (taking responsibility of every aspect of your life)

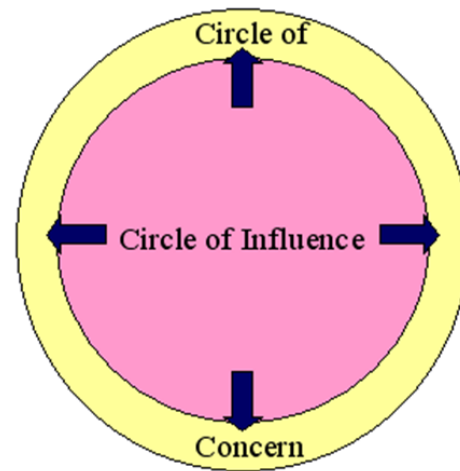
Examples: Remain calm, think before acting, takes initiative to make things happen, etc.



BE PROACTIVE

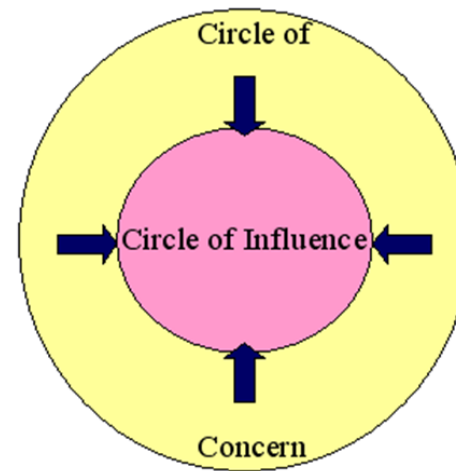
Circle of Influence

- **Proactive Focus-** When people focus on things they can influence, they expand their knowledge and experience while building trustworthiness. Their Circle of Influence grows.
- **Reactive Focus-** When people focus on things they cannot control, they have less time and energy to spend on things they can influence. Their Circle of Influence shrinks.



Proactive Focus

Positive energy enlarges Circle of Influence



Reactive Focus

Negative energy reduces Circle of Influence



BE PROACTIVE

Use Proactive Language

Reactive Language

- I can't
- It's not my fault
- I have to
- We have no other choice
- They won't let me
- There's nothing we can do

Proactive Language

- I can
- I'm sorry
- I choose to
- Let's look at all of our options
- I will get this done
- There must be something we can do

I ❤️
BEING
PROACTIVE



BE PROACTIVE

Become a Transition Person

- A **Transition Person** breaks unhealthy, harmful, abusive or ineffective learned behaviors and replaces them with proactive, helpful, effective behaviors.
- This person models positive behavior and passes on effective habits that strengthen and build others in positive ways.

“To the world, you may be just one person; but to one person, you may be the world.”

-Josephine Billings



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STEPHEN COVEY VIDEO- BE PROACTIVE

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HABIT 2:

BEGIN WITH THE END IN MIND

THE HABIT OF PERSONAL VISION





BEGIN WITH THE END IN MIND

Defining your Vision and Purpose

- What is your Personal Mission Statement (a constitution by which you make all the decisions for you life)?
- What are you long term goals?.
- Have you documented your own vision in life?
- It can be difficult but it is necessary.

Define your outcomes before you act!



BEGIN WITH THE END IN MIND

Discover Yourself

- I am at my best when:
- I am at my worse when:
- What to I really love to do at work?
- What do I really love to do in my personal time?
- My natural talents and gifts are:





BEGIN WITH THE END IN MIND

Personal Mission Statement

Highly effective people shape their own future instead of letting other people, their culture or their circumstances determine it. A good mission statement:

- Is based on principles of effectiveness
- Clarifies what is most important to you
- Provides direction and purpose
- Represents the best in you



BEGIN WITH THE END IN MIND

Draft Your Personal Mission Statement

- Take two minutes and write without stopping
- Start with a clear idea of what you want to achieve.
- Don't worry what it looks like. Get your thoughts down on paper.
- Over time, edit your statement until you have one that clearly defines your vision and purpose in life.

Share your statements with the class!



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STEPHEN COVEY VIDEO- BEGIN WITH THE END IN MIND

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HABIT 3:

PUT FIRST THINGS FIRST

THE HABIT OF PERSONAL MANAGEMENT





TIME MANAGEMENT MATRIX

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PUT FIRST THINGS FIRST

Your Important Things

- Randomly list six important things you want to put first in your work and personal life.
- Now prioritize them 1-6, with 1 being most important.
- Are you accomplishing these tasks effectively? Why or why not?



PUT FIRST THINGS FIRST

Prioritize your Goals

- A framework for prioritizing work that is aimed at short-term goals
- Plan every week
- Delegation is an important part of time management
- Organize and execute around priorities
- Eliminate the unimportant



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STEPHEN COVEY VIDEO- PUT FIRST THINGS FIRST

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HABIT 4:

THINK WIN-WIN

THE HABIT OF MUTUAL BENEFIT





THINK WIN-WIN

Six Paradigms of Human Interaction

- **WIN-LOSE:** I win, you lose (I care only for myself and I would rather compete than cooperate)
- **LOSE-WIN:** Everyone walks all over me (I am often intimidated and give up easily)
- **LOSE-LOSE:** If I lose, so will you (I want you to lose even if it hurts me)
- **WIN:** As long as I win, I don't care if you win or lose (I am self centered and consider my needs only)
- **WIN-WIN:** Let's find a solution that works for both of us (I cooperate rather than compete and seek mutual benefit)
- **WIN-WIN OR NO DEAL:** Let's find a solution that works or not play at all (I will walk away from the negotiating table)



THINK WIN-WIN

Building Character

- There is enough success for everyone
- Is based on integrity, maturity and abundance mentality
- Employees with a WIN-WIN mentality should be rewarded





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STEPHEN COVEY VIDEO- THINK WIN-WIN

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HABIT 5: SEEK FIRST TO UNDERSTAND, THEN TO BE UNDERSTOOD THE HABIT OF EMPATHIC COMMUNICATION





SEEK FIRST TO UNDERSTAND, THEN TO BE UNDERSTOOD

Four Common Levels of Listening

- **Ignoring:** Making no effort to listen
- **Practice Pretending:** Making believe or giving the appearance you are listening
- **Practice Selective Listening:** Hearing only the parts of the conversation that interest you
- **Attentive listening:** Paying attention and focusing on what the speaker says, and comparing that to your own experiences



Empathic Listening: Watch the Signals

Empathic Listening is listening with the sole intent to understand another person within their frame of reference. It requires intent and skill.

Stop talking and listen empathically when:

- Emotions are high
- You must get to the heart of an issue
- You feel that you don't understand
- The other person doesn't feel understood





SEEK FIRST TO UNDERSTAND, THEN TO BE UNDERSTOOD

Empathic Listening: Watch the Signals

Slow down:

- Watch and be ready to listen empathically

Go forward and seek to be understood when:

- The issue is clear and mutually understood
- The conversation is casual and unemotional
- You're asked to give counsel or advice





EXERCISE

Think about a time when someone didn't listen to you.
How did it make you feel?

I need two volunteers to share their experience.

Now think about a time when someone listened
empathically with understanding and respect. Describe
how you felt?

I need two more volunteer to share their experience.

What did you notice about the experiences. Was there a
reoccurring theme in the situations? Let's discuss.



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HABIT 6: SYNERGIZE

THE HABIT OF CREATIVE COOPERATION





SYNERGIZE

Synergy

Synergy is the whole is greater than the sum of its parts. It takes place when two or more people produce more together than the sum of what they could have produced separately. It is:

- Results-oriented
- Cooperating
- Having a mutually agreed upon end in mind
- Worth the effort and highly effective
- A process





Path to Synergy

- Through mutual trust and understanding, one often can solve conflicts and find better solutions than individual solutions
- When synergy is pursued as a habit, the result of the teamwork will exceed the sum of what each of the member could have achieved on their own
- Many important activities become urgent through procrastination, or because we don't do enough prevention and planning



SYNERGIZE

Building Creative Cooperation

- Find ways of working in teams
- Apply effective problem solving
- Apply collaborative decision making
- Value differences
- Embrace and leverage innovation



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STEPHEN COVEY VIDEO- THE PROCESS OF SYNERGIZING

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HABIT 7: SHARPEN THE SAW

THE HABIT OF DAILY SELF-RENEWAL





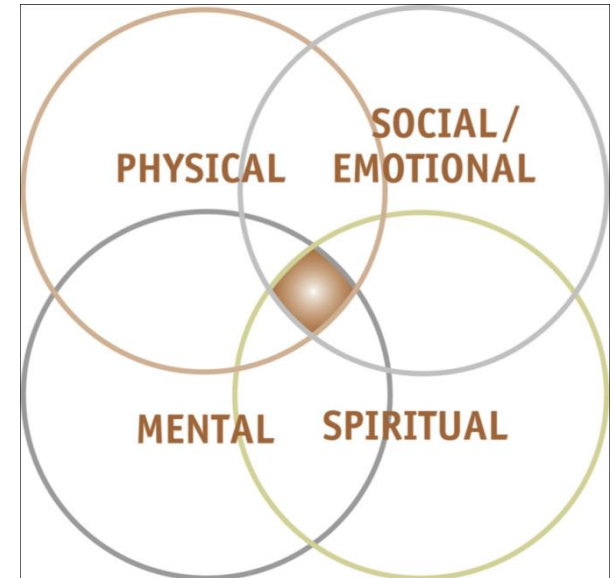
SHARPEN THE SAW

Four Dimensions of Renewal

Sharpen the Saw is a daily process of renewing for four dimensions of our nature: Physical, Mental, Spiritual and Social / Emotional.

These four dimensions sustain and increase our capacities and help us discipline our mind, body and spirit.

This daily private victory is a victory over self. Not only does the daily **Private victory** stimulate growth, but it also helps us to achieve the **Public Victory**. As we achieve these victories through renewal, we cultivate and nurture the other six habits.





SHARPEN THE SAW

Ideas for Balanced Renewal

Body

To build your physical capacity:

- The correct amount of rest everyday
- Set health and fitness goals
- Eat healthy meals and snacks



SHARPEN THE SAW

Ideas for Balanced Renewal

Mind

To build your mental capacity:

- Keep a journal of your thoughts
- Read a lot
- Develop a hobby that you love





SHARPEN THE SAW

Ideas for Balanced Renewal

Heart

To build your social/emotional capacity:

- Keep your relationships in constant repair
- Build on strengths- yours and others
- Widen your circle of friends
- Build family relationships



SHARPENING THE SAW

Leadership is a choice, not a position.

-Stephen Covey





OBJECTIVES

Today we covered:

- Understanding the concept of time management and the time management matrix
- Recognizing how to prioritize effectively with multiple responsibilities
- Managing and controlling chaos and interruptions
- Learning tips to reduce your stress levels and balance work priorities
- The 7 Habits of Highly Effective People



QUESTIONS/COMMENTS

