Time Management

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Time is a limited resource

▶ Each week we have 168 hours
▶ Where are you spending your time?

“Too busy” is a myth. People make time for the things that are important to them.

Master Your Time

- Identify your priorities
- Minimize your distractions
- Beware of time robbers
- Say “NO”
Map in the Non-Negotiables

<table>
<thead>
<tr>
<th>Time of Day</th>
<th>Activity</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:00 AM</td>
<td>Breakfast</td>
<td></td>
</tr>
<tr>
<td>7:00 AM</td>
<td>Gym</td>
<td></td>
</tr>
<tr>
<td>8:00 AM</td>
<td>Work</td>
<td></td>
</tr>
<tr>
<td>12:00 PM</td>
<td>Lunch</td>
<td></td>
</tr>
<tr>
<td>1:00 PM</td>
<td>Work</td>
<td></td>
</tr>
<tr>
<td>5:00 PM</td>
<td>Dinner</td>
<td></td>
</tr>
</tbody>
</table>

Protect your Prime Time

- Time where you are most productive
- Time allocated to your priorities
Mid-Level Priorities

Plan, Plan, Plan

Communication
Share daily overview
Give everyone some facetime
Establish boundaries
Go OFF-line when necessary
Close your door, put up a STOP sign

Define Expectations
Translating a complex task
Appropriate communication channels
Help employees understand what is urgent, what can wait

Delegate
Do you need to touch it?
Do you have someone who is ready to take it on?

The 4 D's of Time Management

Do It
Delegate It
Defer It
Dump It
Sometimes you just have to say:

- no
- thanks
- nope
- uh
- no

You spend your time like you spend money. You can waste it or invest it.

Questions?