Productivity Boost:

Time Management Strategies for Working Smarter, Not Longer

presented by

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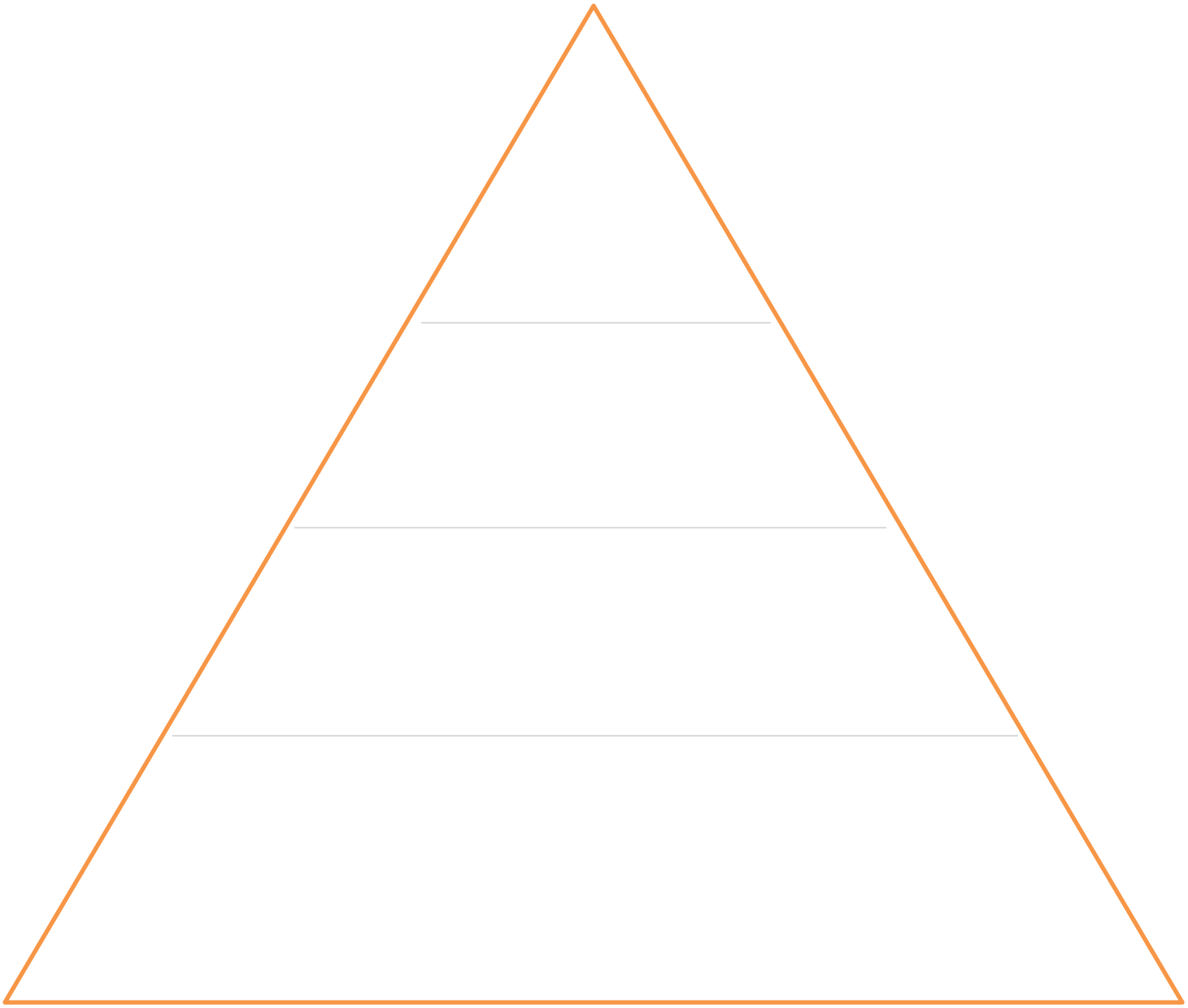
The Schulte Group

Time Management Fundamentals: Negotiating Time with Yourself

Time management is all about mind management.™



PRIORITY DETERMINATION – Brain Factors

Job Responsibilities

Work Hours

Patterns: Are there certain days or times when Fires, Interruptions, Distractions or Opportunities (work or personal) come your way OR impact your team?

PRIORITY DETERMINATION – Brain Factors

Work Tasks

Daily

Weekly

Monthly

Quarterly

Yearly

PRIORITY DETERMINATION – Brain Factors

Work Tasks

Categories – Either on your task sheet or on this sheet, list the Categories or Groupings that your work tasks can be organized into. You can organize/cluster by thought patterns, people you need to involve, platforms you need to log into – whatever makes sense for you.

As you go through this exercise, also consider whether or not any of your tasks can be delegated to someone else.

PRIORITY DETERMINATION – Brain Factors

Household Members

Your Required Presence for Household Members' Activities

(Activity / Day & Time / Length of Time)

Who / which activities take priority?

Overall Time Distribution + Task Efficiency: Time Blocking

What discoveries have you made about: 1) how you've operated in the past? 2) what has worked in the past? 3) what in the past has prevented you from achieving greater efficiency? 4) how you'll map out your days to have more control over your time? 5) The best way to help your team improve in these areas?

Helene Segura
Kick chaos to the curb!

Get organized. Save time. Get more done.SM

A.G.E.N.T. Week Planner

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	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Objective							
6:00 AM							
6:30							
7:00							
7:30							
8:00							
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Discussion: Priority Determination, Overall Time Distribution and Overall Task Efficiency

1 While beginning your time blocking draft, what observations did you make about your overall time distribution (how you've been using your time vs. where your time should be going)?

2 Do you have a job priority that you must be more intentional about dedicating time to?

3 What other modifications can you make to your overall time distribution in order to improve task efficiency (e.g., "chunking" similar tasks)?

4 How much reactionary time should you allow for each day?

Daily Task Efficiency + Time Estimation: Daily Planning

Discussion: Daily Task Efficiency, Time Estimation and Daily Planning

1 What are your top daily planning best practices you implement?

2 How will you implement time estimation in your daily planning process?

3 What variation of 3+3 will you utilize and why? (Some days? All days? Full day? Half day? One hour? etc.)

4 What other modifications can you make to your daily planning and working methods in order to improve your daily task efficiency?

MEETING AGENDA TEMPLATE

Group Name:

Day, Date, Year:

Location:

Meeting Time: Start – End

Time – Time: Arrival, snacks, visiting
(*pre*-meeting, 5-15 minutes)

Prep/Study/Bring:

AGENDA

Purpose/Objective:

Time – Time	Topic 1 – Why you're here – Name of Responsible Party (vision/reason/incident)
Time – Time	Topic 2 – Name of Responsible Party
Time – Time	Topic 3 – Name of Responsible Party
Time – Time (5-10 minutes)	Next Steps (this should be a re-cap: deliverables, by whom, by when)
Time – Time (3-5 minutes)	Next Meeting
Time – Time (last 3-5 minutes)	Clarifying Questions

Meeting Types

INITIAL PLANNING

1 What type of meeting will you hold?

2 What subject is this meeting about?

3 What is the specific objective or desired outcome?

4 Who will the required participants be? Why are they selected?

5 Who will the optional participants be? Why are they selected?

Achieving Your Meeting Objective

1 What type(s) of discussion(s) will lead participants to your meeting objective?

2 Will your meeting be a discussion on a single topic or will it need to be divided into multiple topics?

3 What types of questions will help spur that discussion?

4 Will you be the only facilitator, or will other people need to be asked/voluntold/invited to present/facilitate a portion?

Pre-Meeting Process & Prep

1 What type of preparation can meeting participants complete so they arrive with more questions, ideas, thoughts and/or solutions?

2 Is there a public location where they can compile these, or should they each arrive with these in hand?

3 Are there any deliverables, products, examples, etc., that attendees should bring?

4 For optimal meeting organization, which of these components will you need to discuss beforehand with any other meeting collaborators/facilitators?

Meeting Roll-Out, Facilitation and Follow-Through

Email Management

Expectations

Composing / Responding

Patterns / Templates

Triaging

Prevention

Aha's and Actions: Your Next Steps

Strategies and tactics you'll continue to implement:

Habits / tactics to put an end to:

Time Estimation & Task Efficiency:

3 + 3 / Daily Planning - How will you ensure this happens?

Observations to make as you move forward:

Task Efficiency & Overall Time Distribution:

Is there a more efficient way to group some of your tasks?

Task Efficiency & Overall Time Distribution:

Is there a more efficient way to operate each day?