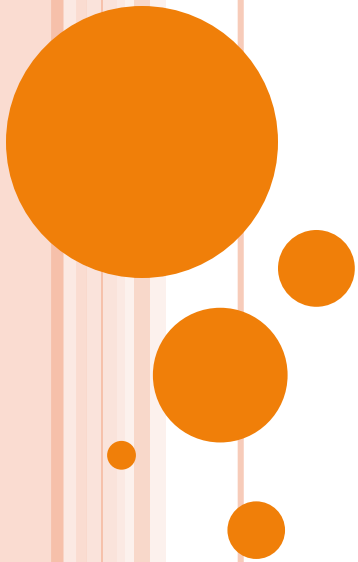


WAKE UP & WORK

Keys to Self-Management



OBJECTIVES

- Utilize effective time management skills
- Create a manageable to-do list
- Implement strategies for practicing good time management
- Explain the difference between reliability and accountability
- Identify and employ the 6 traits of personal management



SELF-MANAGEMENT: SO WHAT?

- Time management skills could be the single most important attribute in employees

- **WHY??**

- Time Management skills allow an employee to be:
 - Dependable
 - Reliable
 - Trustworthy

PAGE 1

No one can give you more hours in a day – only you can manage those hours better!!



SELF ASSESSMENT – PAGE 2 - 4

COMPLETE – 10 Minutes

How Well Do You Manage Your Time?

Complete the Self- Analysis on Page 4

Answer honestly to get accurate results!!!



UNDERSTANDING TIME MANAGEMENT

Begins with 3 Concepts:

- Prioritization
- Scheduling
- Avoiding Procrastination



IDENTIFY AND PRIORITIZE YOUR WORK

PAGES 4 - 10

○ Prioritization

- Must – Should – Could
- Make lists – use your phone or a planner
- Ask For Help / Delegate when possible
- Effectively Plan

○ **Complete Thinking Break on Page 5**



SCHEDULING: SETTING DEADLINES

PAGES 11 - 16

- A schedule will keep you on track and help reduce stress
- Know deadlines / due dates / time restraints
- Be realistic with “time” in completing tasks
- Multi-Task when possible
- Manage (Plan for) Interruptions
- **Complete Thinking Break on Page 15**



AVOID PROCRASTINATION

PAGES 17 - 19

- Procrastination is INTERNAL
 - You CAN control this
- Wastes valuable time that you can not get back
- Do the tasks you dislike first
 - **WHY?**
- Plan for “Down Time”
- **Complete Thinking Break on Page 18**



TIME MANAGEMENT KILLERS

- Social Media / Emails / Text
- Worrying
- Repeating Your Work
- Open-Door Policies - Work
- Long to do lists
- Lack of Organization
- Hoarding Useless Information



TIME MANAGEMENT SUMMARY

- Stay Organized
- Keep your work area clean
- Use a planner
- Use a to do list
- Check off completed tasks
- Stay focused
- Be punctual & disciplined
- Be reasonable



SELF-MANAGEMENT

REMEMBER HANDOUT

- The ability to complete tasks and be productive without constant supervision
- 3rd most important soft skill
 - Communication Skills
 - Decision Making & Problem Solving
- 6 Key Traits to Successful Self-Management



6 SELF-MANAGEMENT TRAITS

PAGES 22 - 36

○ RELIABILITY

- You can be counted on
- Trustworthy – being responsible for your conduct
- Consistent

○ PUNCTUALITY

- Being on time and dependable

○ INITIATIVE

- Doing something without being asked
- Going above and beyond



6 SELF-MANAGEMENT TRAITS

PAGES 22 - 36

- RESPONSIBILITY & ACCOUNTABILITY
 - Responsibility – can be shared by many people
 - Accountability – “The Buck Stops Here”

- ORGANIZATION
 - Keeping things in an easily found / user friendly format

- COMMITMENT
 - Being dedicated to something
 - Beliefs – “Stand for something or you’ll fall for anything”
 - Does your behavior adhere to your beliefs



SUMMARY – PAGES 37 - 38

**Self- Management & Time Management
are LEARNED behaviors and take time
to become habits.**

Keep these things in mind:

1. Expect a learning curve
2. Embrace impossibilities
3. Know that change takes time
4. Reward yourself



