

Time Won't Give Me Time: Time Management in Today's World

Prioritize What's Important



Little Rocks of Life

Emails, phone calls, printing rosters, CMS, paperwork, filing



Big Rocks of Life

Ordering, monitoring, monthly trainings, cleaning



Bigger Rocks of Life

Food shortages, employee callouts, freezer failure, feed children

Tasks Grading System

- A** – **Act now**
Tasks that must be done
- B** – **Be right back**
Tasks that should be done
- C** – **See you later**
Not as important as 'A' or 'B' tasks
- D** – **Delegate/Divide and conquer**
Tasks an employee can complete
- F** – **Forget about it**
Unimportant tasks that keep getting pushed back



How to Delegate

Identify the tasks

What tasks do you need delegated?

Start with the reasons

Why do you need to delegate this task?

Train employee

Provide expectations and steps for complete understanding

Grant authority

Communicate your delegation plans to all staff members

Engage at the right level

Only intervene when necessary; follow up and provide feedback

Start on the most important tasks first:

Bigger Rocks > Big Rocks > Little Rocks

Balance Work & Life

- Start your day with 5 minutes to yourself
- Establish a transition ritual
- Recharge your own batteries
- Don't hang around negative people
- Set your priorities/don't play the guilt trip

Avoid Time Stealers

Time stealers could be anything that would take you away from your daily task.



Social Butterflies

Interruptions



Procrastination

No matter what type of planner you are, having a plan can make life easier.

It can be digital, old school pen to paper, or just plainly written on the back of your hand.

The plan is simple... **HAVE A PLAN!**