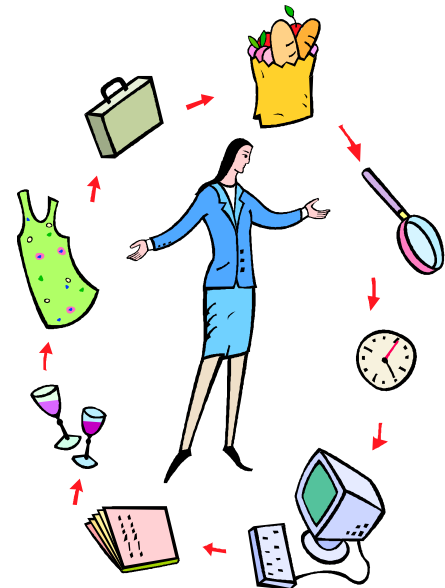




**Me? Time Challenged?**

# TIME MANAGEMENT

“I am definitely going to take a course on time management... just as soon as I can work it into my schedule. -**Louis E. Boone**



# Why Do We Procrastinate?

Poor time management – not using time wisely

Copyright 2002 by Randy Glasbergen. [www.glasbergen.com](http://www.glasbergen.com)

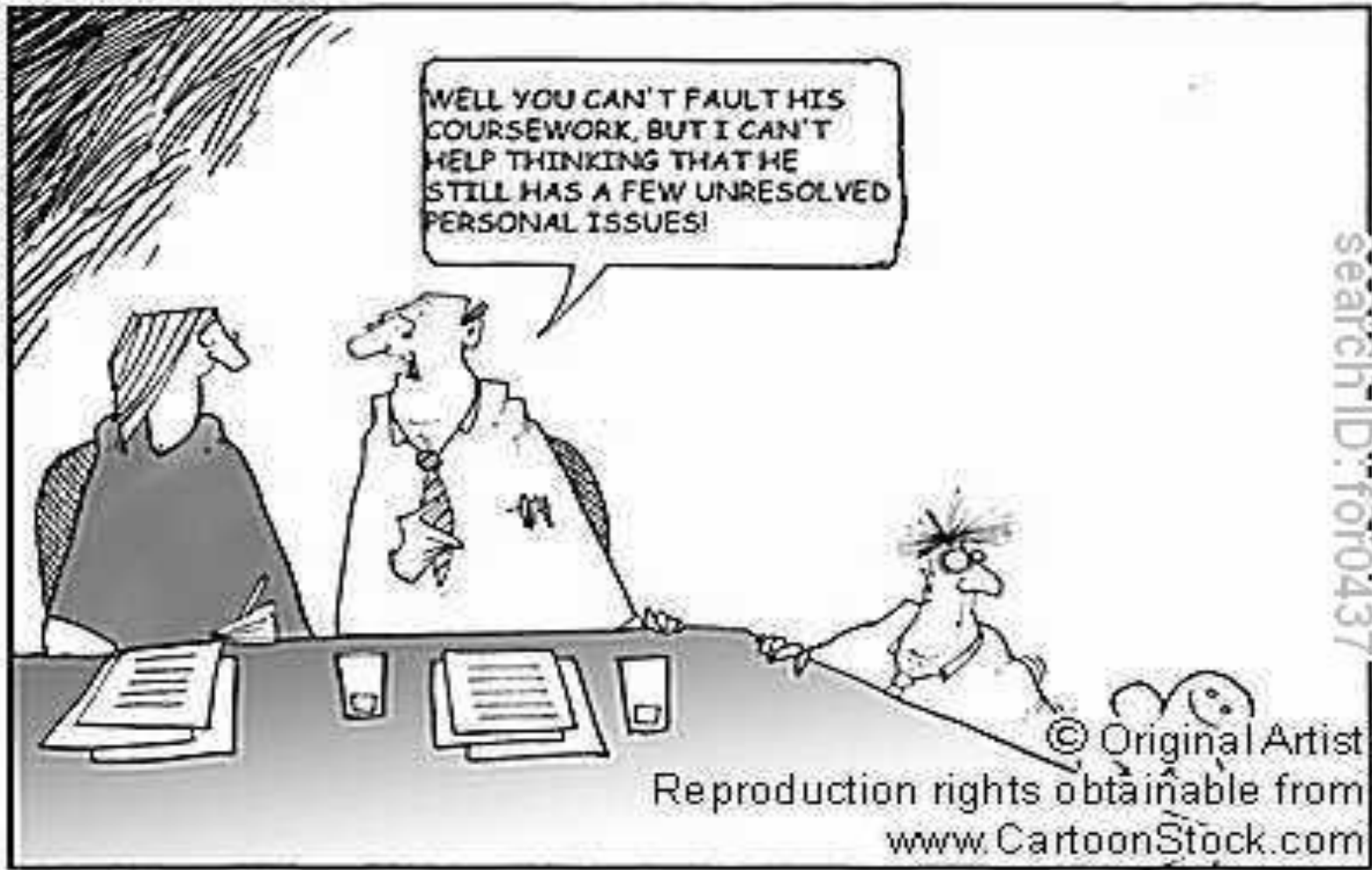


**“It took us five days to figure out how to finish our project two days early. That’s why we’re three days late.”**

# Feeling overwhelmed



# Personal things going on in your life



## 4 ideas for more effective time management



# DELETE:

remove clutter and distractions



## **DECIDE:**

take an hour or 2 one day each week (a day that's least busy) to SCHEDULE what needs to be accomplished each week. Write it all down (school, work, personal)



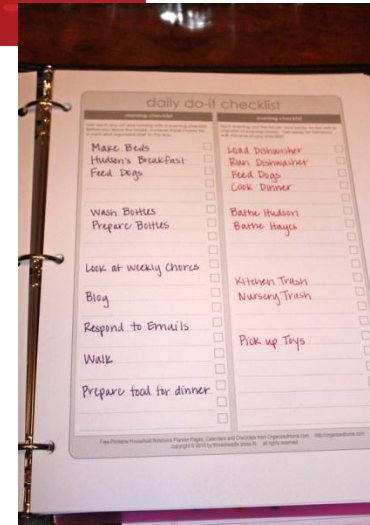
# DETERMINE:

Which are high priority items (such as studying for a test, following up with an employer, your child's game or dance recital, getting the oil changed in your car)

- Most challenging tasks first
- Color code system



- Use an appointment calendar system



**DO:**

Does this really need explanation??

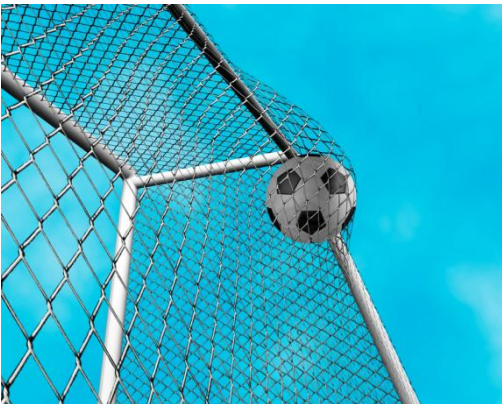




# Setting Goals

**Know the formula and setting goals are simple:**

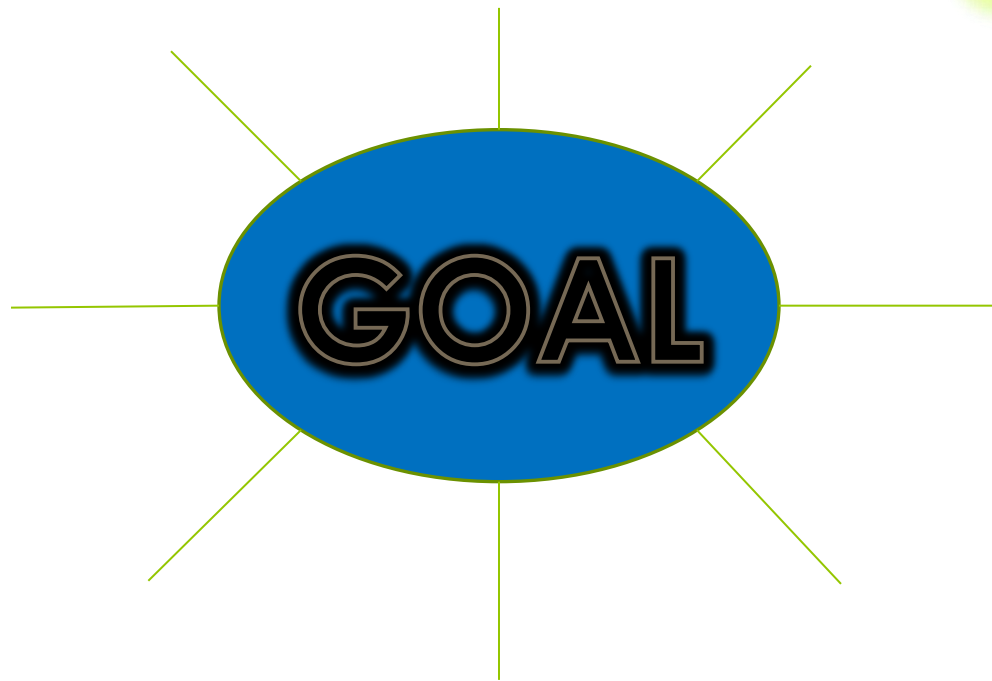
1. Write objective
2. Set deadlines
3. Recognize and handle obstacles
4. People, groups, organizations to help
5. Devise plan of action
6. Write it down/schedule it, break down into “chunks” of time
7. Hold yourself accountable





**break a goal  
down into  
manageable  
“bites”**

# How to break a goal down into manageable “bites”





**"We don't stop playing because we turn old, but turn old because we stop playing"**



Use what works for YOU....



...or you won't use it



Daily Calendar		Date:
Time	Appointment	To Do
7:00am		
7:30am		
8:00am		
8:30am		
9:00am		
9:30am		
10:00am		
10:30am		Errands
11:00am		
11:30am		
12:00pm		
12:30pm		
1:00pm		
1:30pm		
2:00pm		
2:30pm		Calls
3:00pm		
3:30pm		
4:00pm		
4:30pm		
5:00pm		
5:30pm		
6:00pm		
6:30pm		

**time manager - activity scheduler**

*I manage my time by scheduling and protecting my activities*

w/c

	mon	tue	wed	thu	fri	comments/actions follow-up notes
am						
lunch						
pm						

## Create a Job Search Schedule

Create a weekly schedule or agenda to include the following:

- ★ Making employer calls
- ★ Emailing employers
- ★ Online job search
- ★ Set up meetings with employers or network contacts
- ★ Job Fairs
- ★ Interviews
- ★ FUN!

### ★ Sample Job Search Schedule

★ Week of \_\_\_\_\_

TIME	SUN	MON	TUE	WED	THUR	FRI	SAT
8:00	Shower & dress. Pick up Sunday's paper. Read the "fun" stuff first.	Shower & dress by 8:30. Set goals for the day/week.	Same as Monday	Same as Monday	Same as Monday	Same as Monday	Go to farmers' market.
9:00	Read Sunday paper. Get to the ads by 9:30	Respond by phone to Sunday ads	Make networking calls	Return calls, schedule appts.	Attend Job Club	Return calls & schedule appts for next week.	
10:00	Go to church; take a walk; play with the kids; etc.	Get info for writing responses to ads. Go to Job Service	" "	Attend Job Fair	" "	Make networking calls.	
11:00	Have some fun!	Write cover letters, changes on resume.	Return phone calls; schedule appts.		Information interview.		
12:00	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
1:00		Appointment	Appointment	Check out Job Service Computer	Appointment	Research company for next week's	
2:00		Appointment	Appointment	Call on leads obtained at Job Service	Appointment	" "	
3:00		Appointment	Appointment			" "	
5:00	Evaluate progress. Review goals. Send thank-you notes.	Evaluate progress. Review goals. Send thank- you notes.	Evaluate progress. Review goals. Send thank- you notes.	Evaluate progress. Review goals. Send thank- you notes.	Evaluate progress. Review goals. Send thank- you notes.	Evaluate progress. Review goals. Send thank- you notes.	

★ Schedule some fun and relaxation for yourself. You will be more productive if you do.

## Sample Job Search Schedule

Week of \_\_\_\_\_

TIME	SUN	MON	TUE	WED	THUR	FRI	SAT
8:00	Shower & dress. Pick up Sunday's paper. Read the "fun" stuff first.	Shower & dress by 8:30. Set goals for the day/week.	Same as Monday	Same as Monday	Same as Monday	Same as Monday	Go to farmers' market.
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3:00		Appointment	Appointment			" "	
5:00	Evaluate progress. Review goals. Send thank-you notes.	Evaluate progress. Review goals. Send thank-you notes.	Evaluate progress. Review goals. Send thank-you notes.	Evaluate progress. Review goals. Send thank-you notes.	Evaluate progress. Review goals. Send thank-you notes.	Evaluate progress. Review goals. Send thank-you notes.	<b>Date Night</b>

Treat your job search as if you are going to work (yes, a shower and getting dressed☺)

Use non-business hours for the internet job search and email

The best time to reach hiring managers or schedule interviews generally is 9am-11am

Schedule lunch with a friend or employee who works for a company that you would like to work for (informational interview)

Add in fun and relaxing activities

Schedule some fun and relaxation for yourself. You will be more productive if you do.

WORKING SMARTER



NOT HARDER

