



**Fitting It All  
In-  
Time  
Management**

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Inclusion/Behavior Specialist



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**Outcome Objectives**  
*(How we will use our time today)*

-  Improved regard for time.
-  Realistic views of daily obligations.
-  Tools for Increased Timeliness-  
Setting Ourselves up for Success!

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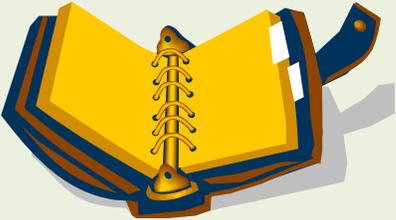
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**ACTIVITY**



How I feel about time:

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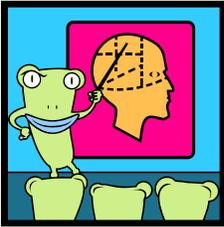
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## Aspects of our cognition:



- Duration
- Simultaneity
- Ordering
- Past, Present and Future
- Time Flow.

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Emotions may change our ability to accurately tell how much time has gone by (Droit-Volet & Meck, 2007).



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## ACTIVITY



How Emotions Affect  
Our View of Time

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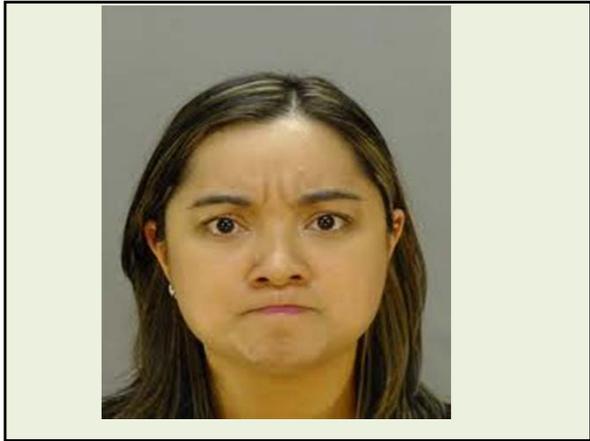
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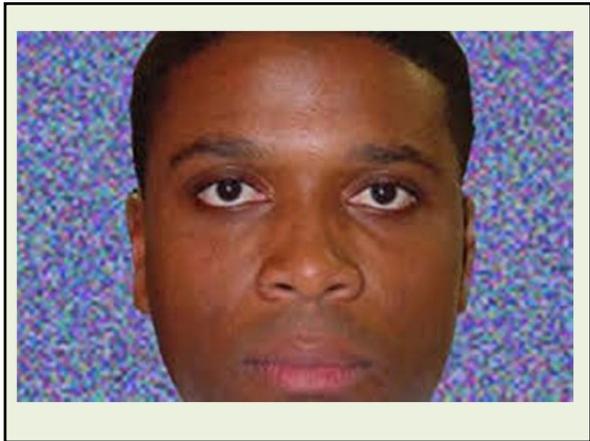
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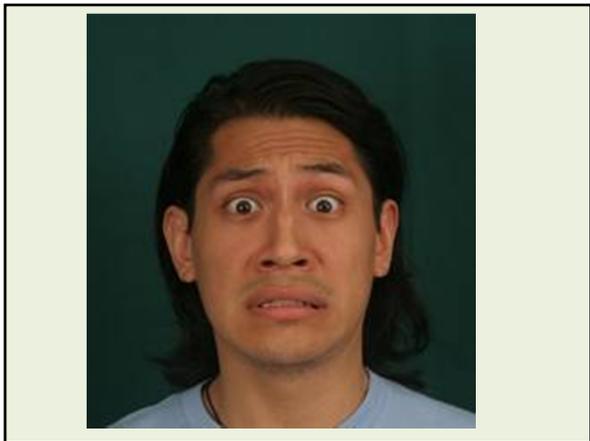
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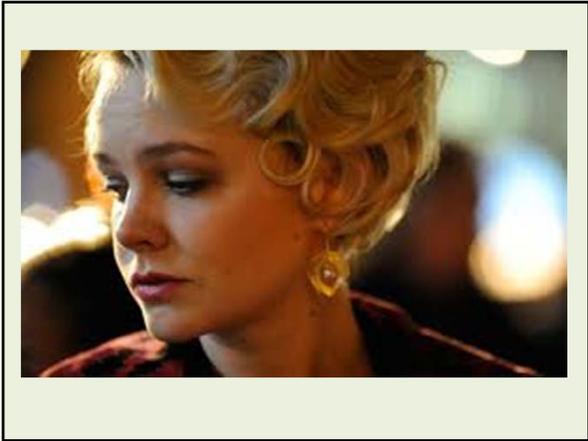
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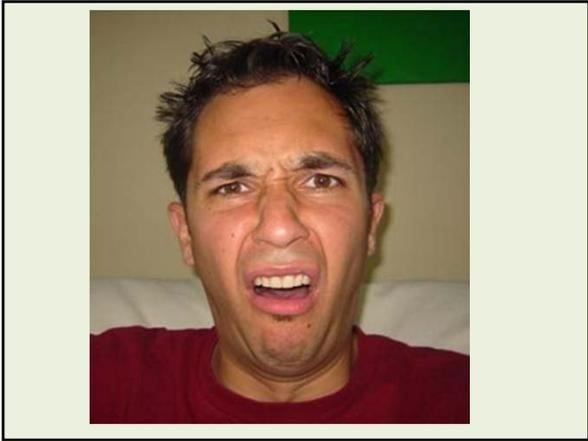
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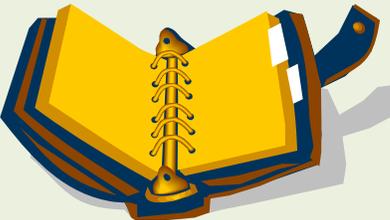
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ACTIVITY



How I spend my hours each day:

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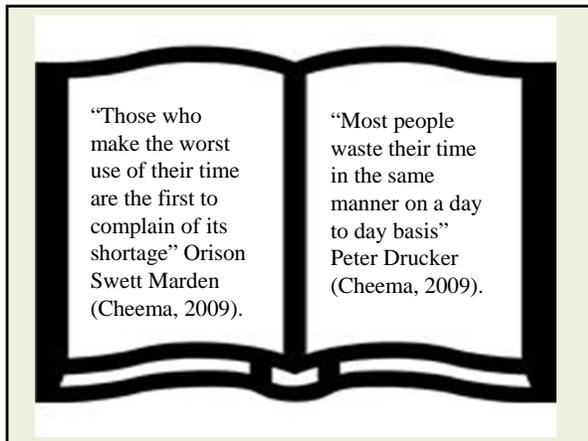
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**Why one might feel there is never enough time?**  
(Cheema, 2009)

- lack of planning
- assumption that there is not enough time
- lack of focus
- not having realistic expectations of how much time a task requires
- other people interrupting
- our inability to say no
- cell phones (technology)
- lack of delegation
- personal achievement goals (Bregman, 2013)
- poorly run team meetings (Alexander & Dobson, 2008)



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What is one of the biggest time drainers?

**Procrastination**

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## Unscheduled Interruptions

*An unavoidable time thief!*



- A big task for big talkers!
- It is up to you to decide what is an immediate issue or something that can wait for a more opportune time for you (Mind Tool, 2013).

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Good listening leads  
to good responding  
(Alexander &  
Dobson, 2008)



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Perhaps your room  
arrangement or location  
contributes to the number  
of interruptions.



- Create a work space that allows for productivity (Alexander & Dobson, 2008).
- This can also help curb procrastination.
- The more organized you are the easier it will be for you to manage your time and stay on track with meeting your goals.

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## Decision Quicksand

(Sela & Berger, 2012)

*Our inability to make a decision wastes time.*

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Have you ever had your mind made up only to have someone else suggest another way of thinking that now made you rethink what you already think?



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- Allot a specific amount of time for decisions (Sela & Berger, 2012)

- Delegate



- Consider a decision, focus on something else for a moment, then come back and confirm decision.

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## Hurry Up



- constantly attempting to do more than is reasonable (Croft, 2011)
- carry a lot of stress and little quality of life.
- multitasker who may have a challenge focusing attention on others because their time is overwhelmed with the tasks they have taken on.

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Strategies for the hurry up personality driver:

- slow down and do some activity that tends to be more restful such as fishing (Croft, 2011)
- Notice things
- Let others support you



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## Please Others

- Puts others needs before themselves Croft (2011).
- gets frustrated because their own priorities are not being met.
- Still they feel guilty when attempting to put themselves first or for not doing enough for others.

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Strategies for the please others personality driver:

- can be managed by purposeful self-talk Croft (2011).
- you are able to decide things for yourself and that your priorities are important.
- discomfort with this is a sign of how strong this driver is.
- it is also a sign of how much you need to practice positive self talk.



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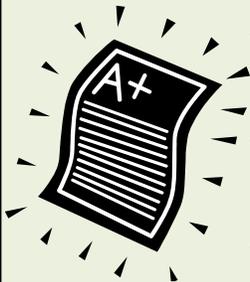
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Be Perfect



- most afraid of mistakes (Croft, 2011)
- lack of positive regard for the input of others.
- delegation is rare.

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Strategies for the be perfect personality driver:



- choose to not over think details.
- allow others to handle tasks.
- try to have fun in what you do and lighten up on the number of tasks.
- “Remember that 80% of your results come from 20% of your time” Croft (2011).

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Tools for  
Increased  
Timeliness =  
*Setting  
Ourselves up  
for Success!*



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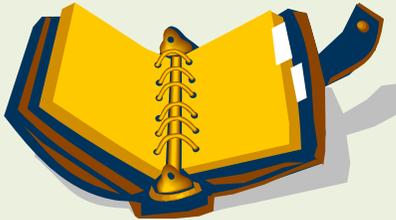
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ACTIVITY



How to Discover How You Use  
Your Time Effectively (...or Not!)

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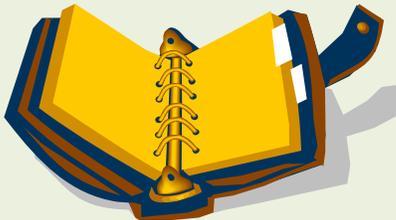
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ACTIVITY



Create personal schedule showing how  
we would like our day to go.

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Goals should be:

- Specific
- Measurable
- Attainable
- Realistic
- Time-oriented or time-sensitive (Parent & Educator, 2013).



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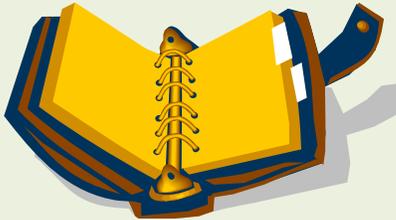
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### ACTIVITY



SMART GOAL SETTING WORKSHEET  
With Guidance Notes from CornerStone and  
Make Your SMART Goals WISE Goals  
By Joëlle Jay, Ph.D.

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- plan from your start towards your desired outcome Cheema (2009)
- create the steps and accommodations needed to get to where we want to be (Whipp, Adam, & Sabelis, 2002)

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- Prioritizing means to label your list from most important to least (Alexander & Dobson, 2008).
- May need to be completed the quickest.
- If a plan does not put you closer to your goal, it is not effective.




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To do lists are a primary step in managing time (Alexander & Dobson, 2008).




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### Successful Scheduling



Scheduling is a method of keeping on track (Mind Tools, 2013).

Support tools can include calendars, verbal support, alarms.

Remember to keep is simple (Robert, 2013).

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- Find what works for you!
- The best strategy will match your personal style and temperament (Alexander & Dobson, 2008).
- Your commitment and diligence will pay off (Mind Tool, 2013).

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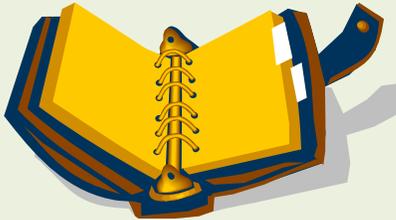
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## ACTIVITY



### Short Personality Test

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*What is the right*  
**TIME-MANAGEMENT STRATEGY**  
*for your personality?*

<b>SOCIAL BUTTERFLY</b>		
<b>CHARACTERISTICS</b> Outgoing, enjoys conversation and being with people	<b>STRENGTHS</b> Drawn to people and social situations, natural collaborators	<b>CHALLENGES</b> Because they enjoy being in a flurry of activity, butterflies can be easily distracted.
<b>EXPERT ADVICE</b> "Social butterflies should create an interactive work environment to facilitate group-oriented goals and tasks."		

<b>DRIVER</b>		
<b>CHARACTERISTICS</b> Comfortable in social situations, may be ambitious and driven	<b>STRENGTHS</b> Motivated, self-sufficient and focused when tackling important tasks	<b>CHALLENGES</b> Self-sufficiency can become a weakness when Drivers need help but won't seek it.
<b>EXPERT ADVICE</b> "Drivers do well at individual tasks that require persistence — but may need to have an authority figure mandate when they need to seek out further assistance."		

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- At home, set yourself up for a stress free morning.
- Eliminate “run-out-of-the-house-and-forget-stuff” kind of mornings.
- Forbes Woman suggest that upbeat music helps to keep our energy up regardless of the task we are undertaking (Sisson, 2012).
- Taking care of ourselves through healthy eating, exercising, and plenty of sleep (Mayo, 2013).



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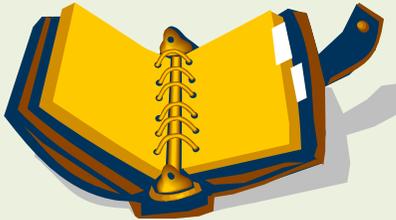
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### ACTIVITY



**Three things you can do today to better prepare for your day.**

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William Shakespeare said, "Better three hours too soon, than one minute too late."

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## Outcome Objectives

*(How we used our time today)*



Improved regard for time. A better understanding of the impact of our attitude and personality on how we view and use time.



A more realistic views of daily obligations.



Some practical ideas for increasing timeliness and setting ourselves up for success!

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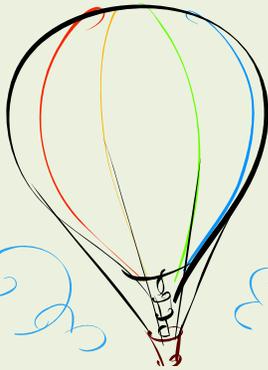
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## *The Ultimate Take Away*

Time management is not a work philosophy but rather a reflection of our daily living practices.

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- Even with a good effort, change can take time.

- You will begin to feel successful in achieving your goals and enjoying your best personal and professional life (Mind Tool, 2013).



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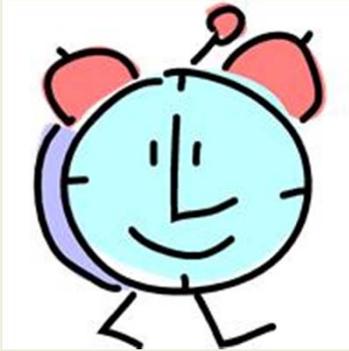
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Remember Time is On Your Side!



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