

Girl Scouts of Central Maryland Service Unit Workshop

Time Management

Total Time: 30 min.

Suggest large group be divided into smaller work groups for activities.

By the end of the session, participants will be able to:

- Develop a Time Management plan
- List several Time Management tools

Timing	Strategies	Resources
2 min.	Introduction Few people actually waste time. We just don't use it properly. Each of us can benefit by developing a plan of action to manage our time more effectively.	
3 min.	Ask participants to complete the "Managing Your Time" handout	Handout
10 min.	In small groups, ask participants to share why they have problems with time management and discuss how they might manage their time better.	
10 min.	Distribute the handout "Time Management Tips" Ask participants to draw up an individual time management action plan, listing ten things they can do over the next two months to manage their time more effectively.	Handout
5 min.	Summary <ul style="list-style-type: none">• Ask several participants to share their time management plans with the group.• Recap – Time management isn't as difficult as we think - A little effort, a little organization, and a little discipline. As adults, we can help girls manage their time more effectively when we know basic time management principles.	

Managing Your Time

	Most of the Time	Some of the Time	Seldom
Are you spending your time the way you really want?			
Do you feel harried and obligated to do things you really don't want to do?			
Do you have a feeling of self-satisfaction and accomplishments from what you do?			
Do you work long hours?			
Do you work weekends?			
Is there stress in what you do? Do you feel tense and insecure?			
Do you have guilty feelings about not doing a better job?			
Is your work fun?			
Do you enjoy your family?			
Are you giving them as much time as you would like?			
Do you have time to keep physically fit?			
Do you have time to take vacations and long weekends?			
Do you have time to engage in a favorite hobby, sport, good book, concert series or other relaxation activity?			
Do you feel you must always be busy doing something productive?			
Do you feel guilty when you just goof off for awhile?			
Do you have enough free time?			

TIME MANAGEMENT TIPS

Realize time management is a myth. No matter how organized we are, there are always only 24 hours in a day. Time doesn't change. All we can actually manage is ourselves and what we do with the time we have.

Note Tasks This is the basic requirement to the success of time management. Don't rely on your memory – trust pen and paper. Create a to do list.

Prioritize It is important to schedule the tasks while prioritizing them. Focus on the essential ones while minimizing the time for non-valuable ones. When you prioritize your tasks, it will give you the flexibility to invest more time on the events or tasks which you find more valuable. Rate your tasks and assign them to different categories in order to ensure success.

Some thoughts for prioritizing:

- Does it need to be done by me? If something can or should be done by someone else, delegate it.
- Do immediately those things which need to be done right now to be effective.
- Settle things which have stipulated response times.

Batch Similar Tasks Make and return phone calls. File/update records. Do hard jobs requiring concentration when you can limit outside interference such as phone calls, visitors and little children.

Plan a Weekly Schedule Similar to prioritizing daily chores, you must plan a weekly schedule for rearranging your life. Keep planning for your regular work; however, you should keep some time for unanticipated events. Design your schedule for systematic form, but keep the scope for flexibility.

Value High Achievement Time Know when your high quality achievement time is and don't waste it on mundane tasks.

Keep a Notebook Keep a notebook or file information used often so you don't need to spend time looking for it. Notebooks let you write your immediate thoughts or the necessary planning to serve you in a better way. A brilliant idea can arrive at anytime!

Handle Paper Efficiently Time management literature often tells you to handle papers only once. If you can't achieve this, keep a "things to think about" folder for items that need more mental processing than you can give at the moment. Keep some papers to read when you're stuck in a line, waiting for an appointment, or riding in a vehicle.

**Develop a
Reminder
System**

Set up a system to remind you:

- Of things that need to be followed up
- Of people you need to check on to monitor progress
- Of deadlines, due dates, dates to pick up materials and equipment

**Manage
Meetings**

Set up meetings when it's convenient for people to get together even when it flies in the face of common knowledge or convention.

Try meetings before or after SU meetings, meetings in fast food restaurants, early morning or late night meetings. Consider using Skype or other online communication.

Have an agenda; post it so everyone can share responsibility for monitoring time.

Share meeting jobs. People should know what their jobs are ahead of time and have a sense of how much time they can use on the agenda.

**Learn to
Say No**

Problems arrive when people become overcommitted. It's important to say no to the low priorities in order to concentrate on those areas that are most important to you. If the activity or task is something you are truly interested in pursuing, perhaps schedule it for another time.

Avoid Blame

Avoid blaming others. Concentrate on what you can do to improve the situation. Help others solve problems – insist on rectifying action from others. Once the situation has been handled, move on.