

THE TIME OF YOUR LIFE
Unlocking the Secrets for
Managing Your Time and Your Life



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FORM A INTRODUCTION

ABSTRACT ...

Multi-tasking can crush you, but procrastination is your friend! Watch out ... paper is not your friend, and it can cover your hopes for success! That's part of the message from this special training session on time management for busy professionals. Did you know that only about 25-50% of most professional's time is controllable? In order to get a handle on their time, not only must busy professionals minimize those interruptions, but they also have to plan for them and use them as a part of every workday. Why do some people seem to do well with their allotted time, while others always seem to have trouble? This session answers that question and more! During the workshop, participants will gain valuable insights into who they are, how they manage themselves, and where their time is made and lost. For those who are tired of being "under the gun, under-prepared, and overworked," this program unlocks the secrets of time management.

OBJECTIVES ...

Upon completion of this session, participants will be able to identify, discuss, and work with the following concepts ...

1. To increase knowledge and awareness of attitudes about time.
2. To assess current time management expertise.
3. To understand personal "clutter" styles and issues.
4. To discuss the Top Ten Tips for time management.
5. To identify procrastination patterns and explain why people procrastinate.
6. To focus on TRIAGE as a powerful time management tool.
7. To develop a personal action plan to improve how time is used.
8. To serve as a time management toolbox for the workplace.

FORM B
THE TRUTH ABOUT TIME

HERE'S THE TRUTH ...

“Nobody has enough time, but everyone has all there is.”

ACTIVITY ...

Below are some questions that impact your personal priorities and how you allocate your time. Read all the questions and select one, in particular, that interests you. When your session facilitator tells you to do so, go around the room and ask three or more other people that question you chose. Make a note of their responses and be prepared to share your insights with the entire room.

1. What would you do if you suddenly found you had a whole day off from work?
2. What do you typically spend most of your time at work doing?
3. What do you typically spend most of your time at home doing?
4. What would you do if you had a whole month off from work with no set commitments?
5. What would you do today if you learned that tomorrow would be the last day of your life?
6. What would you do differently if you were told that you had one year left to live?
7. If you could be anywhere now doing anything, where would you be and what would you do?
8. How does what you do actually speak silently about what is important to you?
9. What was the most important thing you did yesterday?
10. What is the most important thing you are likely to do tomorrow?

NOTES: _____

FORM C
ESSENTIAL LEARNING POINTS

YOUR CLASS NOTES ...

1. When we talk about time management, what we are really talking about is ...
 - a. _____.
 - b. _____.
2. Time is “Greek” to most of us!
 - a. _____.
 - b. _____.
 - c. _____.
3. Clearing the clutter ...
 - a. Clutter is NOT your friend.
 - 1) It stresses out the mind.
 - 2) It makes it harder to find things.
 - 3) It cuts into your productivity and robs you of valuable time!
 - b. Clutter management tips that impact time management:
 - 1) _____.
 - a) Your desk is NOT a storage area.
 - b) Your desk is workspace.
 - 2) _____.
 - 3) _____.
 - 4) _____.
4. Top ten tips for time management ...
 - a. _____ – start each day with quiet time. The way you start the day sets the stage for the rest of the day.
 - b. _____ – know your purpose. Establish priorities accordingly. And work on purpose. There is a perpetual conflict between function and essence, but you don’t have to surrender.
 - c. _____ – there are more things to be done in than you can do. Accept that you cannot do everything and give yourself a break! Focus on the important stuff and set time for that.
 - d. _____ – there are certain times of the day for each of us when we are more productive than other times. That’s called our “Prime Time.” The 80-20 Rule says that 80% of our productivity actually takes place during 20% of our workday. Don’t try to protect all of your time – you can’t do it. Know your “Prime Time” and try to protect only that part of the day.

- e. _____ – most people get most things done when they are “under the gun.” If you are one of those people who works better when you must, give yourself deadlines to get certain things done. Work to the deadline!
- f. _____ – while lists do require time, they are an investment. Lists let you see early in the day/week the demands on your time. Put everything on a list, but don’t expect to complete the whole list. Know the priorities and work the priorities.
- g. _____ – most of us don’t like to say NO, but sometimes we must. Use two simple statements to help say No. “What I can do is ...” and “What you can do is ...”
- h. _____ – paper is NOT your friend. Every time you handle a piece of paper, it takes time. You’ll never use 80% of the paper lying around. The other 20% is in somebody’s computer, so either file the paper or trash it. (Stacks are okay for filing!).
- i. _____ – understand that, while communication is important, meetings rarely produce anything. Know that people have “Prime Time.” If you must meet and keep people away from productivity, avoid the “Prime Time.”
- j. _____ – no matter how good you are, things are going to happen to upset the plan. That’s okay! We call that “Murphy’s Law.” Expect Murphy to visit and allow for some time for flexibility on your schedule.

5. The gift of PROCRASTINATION ...

- a. Procrastination is your FRIEND!
 - 1) Procrastination is not _____.
 - 2) People procrastinate for one of two reasons.
 - a) _____.
 - b) _____.
- b. If you or a customer is procrastinating and it is not because of the first reason, than chances are, it is because of the second.
 - 1) That should tell you that you need to go back and revisit the process again.
 - 2) Something is missing in that person’s (or your) mind.

6. Triaging the workload.

- a. “Triage” is a French word that comes into our vocabulary through the medical profession.
- b. In plain English, it means: _____
 - 1) Triage requires priorities and decision-making, but it is important because it saves time, energy, and resources.
 - 2) We recommend that case managers and other busy professionals learn to triage their workloads and caseloads.
- c. Of course, we do not advocate any harm to any person on a caseload. That is NOT the real point.
- d. The real points are:
 - 1) _____
 - _____

2) _____

e. Tips for Triage.

- 1) Group those who can be part of groups to leverage your time.
- 2) Give those who need more time more time.
- 3) Use the left over time to work on other important priorities.

SUMMARY ...

The least you should know from this session is ...

1. Time management is really about living and working on purpose. Good time managers plan their time and act on their plan.
2. You cannot control all of your time. In fact, you may control as little as 25% of your time each day because interruptions will happen and Murphy will visit. Understand that you have “Prime Time” for creativity and productivity and, instead of trying to control all your time, focus on the “Prime Time” for productivity.
3. Clutter kills time and productivity. Lost the clutter and gain more time and productivity. Paper is not your friend. File it or trash it, understanding that almost all paper these days is produced by a computer and is either in your computer or someone else’s (if you ever need it). By the way, you won’t need 80% of it – EVER! And, if there is one thing you can do that will really make a difference, it is clearing off your desk. Your desk is not a filing space – it is a workspace.
4. Procrastination is your friend. Procrastination is good! Embrace it. It is not laziness. Most people procrastinate either because of unpleasantness or unclearness. If you can rule out unpleasantness, than something is not clear in your mind or their mind. In order to make something happen, you or the customer has to understand the process. If the process is not clear, procrastination happens. Procrastination tells you something is missing!
5. You can’t do it all and you can’t make all customers better. You are always better spending your time where you can make a difference. And, by the way, not all customers need the same things from you, so quit trying to treat them all equally and start trying to treat them all fairly instead. The single thing case managers can do right away to free up time is to triage the caseload and start putting those customers who do not need a lot of individual attention into groups. If you spend one hour with ten people, you just saved nine hours that you would not have had if you tried to spend one hour with each of those ten people.

**ATTACHMENT A
PERSONAL APPRAISAL**

DIRECTIONS. Below is a “Personal Appraisal” instrument to help you assess your existing time management skills. Before we go further, you should take this assessment.

<u>TIME MANAGEMENT ELEMENTS</u>	<u>APPRAISAL</u>			
1. I truly understand the real purpose of my life.	1	2	3	4
2. I have taken time to write clear goals and objectives.	1	2	3	4
3. I make a “to do” list almost everyday.	1	2	3	4
4. I set my priorities and I stick to them.	1	2	3	4
5. I regularly plan my personal schedule.	1	2	3	4
6. I consistently balance my work and personal schedules.	1	2	3	4
7. I avoid “rabbit trails” and “time wasters.”	1	2	3	4
8. I regularly delegate tasks to others.	1	2	3	4
9. I have and use an effective decision-making process.	1	2	3	4
10. I can easily retrieve information when I need it.	1	2	3	4
11. I set deadlines and I meet them.	1	2	3	4
12. I leave my work at work.	1	2	3	4
13. I can easily facilitate “drop-in” customers.	1	2	3	4
14. I use a day planner / calendar / PDA each day.	1	2	3	4
15. I make time for emergencies and opportunities in my schedule.	1	2	3	4
16. I know the “Prime Time” for my best work each day.	1	2	3	4
17. I tackle my most important projects during my “Prime Time.”	1	2	3	4
18. I never delay problem solving.	1	2	3	4
19. I batch my tasks for better use of my time.	1	2	3	4
20. I am on time for 9 of 10 appointments.	1	2	3	4
21. I include time for professional development in my schedule.	1	2	3	4
22. I take part in a regular exercise program.	1	2	3	4
23. I have a regular time for spiritual growth and development.	1	2	3	4
24. I make sure meetings are meaningful and productive.	1	2	3	4
25. My task assignments are reflected in my work schedule.	1	2	3	4
TOTAL SCORE				

INTERPRETATION. To interpret this assessment, add your scores and use the chart below:

- 85-100 Excellent time manager (may even be a pain in the neck to your co-workers)
- 65-85 Good time manager (choose the areas where you want to improve)
- 45-65 Need some improvement (think really hard about how you use your time)
- 25-45 Get help quickly! (things can be a lot better for you than they are now)

**ATTACHMENT B
PERSONAL ACTION PLAN**

DIRECTIONS. Think about your situation and answer the questions below.

STEP1: In the space below, write the single biggest problem you face when managing your time. Remember, “not having enough time” is not the real problem. You actually have all the time there is each week (168 hours). What is the real problem?

STEP 2: Reflect on the clutter in your workplace. When it comes to clutter, your office, cubicle, or workspace can best be described as:

- Neat and well organized About average A real disaster area

STEP 3: Below are our Top Ten Tips. Reflect on each and make a commitment to do some or all of them in your everyday life. Check those that you will commit to doing.

- | | |
|--|---|
| <input type="checkbox"/> Daily Quiet Time | <input type="checkbox"/> Be On Purpose |
| <input type="checkbox"/> Be Realistic | <input type="checkbox"/> Use the Prime Time |
| <input type="checkbox"/> Work to Deadlines | <input type="checkbox"/> Make and Use Lists |
| <input type="checkbox"/> Learn to Say NO | <input type="checkbox"/> Lose the Paper |
| <input type="checkbox"/> Meet Wisely | <input type="checkbox"/> Meet Murphy |

STEP 4: In the space below, reflect on the things you learned in this session. In particular, did something surprise or intrigue you? Perhaps it was the two Greek concepts of time. Or maybe it was the new way of looking at procrastination. In the space below, answer the question: “One thing I learned or looked at in a new and different way during this session was ... “

**FORM D
ABOUT YOUR WORKSHOP FACILITATOR**

PATRICK LENGEL, M,DIV, GCDF

Patrick Lengel is a trainer with a twist. Not only is he a workforce development professional, but he is also an ordained pastor and a professional magician.

Patrick's work experience in the career development industry goes back to JTPA and both year-round and summer youth programs. He has specialized in youth workers as well as working with the leadership teams of various WIA programs. Patrick has served as a work-based learning facilitator within the public school system helping students discover their career potential through job shadowing, internships and coops. He has also served as a civilian career liaison for the National Guard assisting soldiers in their career transition. He has also been a consultant for various projects within the industry.

Patrick's focus these days is on helping case managers and service providers live up to their full potential personally and professionally.



Laff Your Way by Franko



How was I to know that "don't be late" actually meant be on time?

Laff Your Way by Franko



I never drink coffee when I work with customers. It keeps me awake!