Time Management

John View – Director of Financial Aid, Scholarships and EOP
“Solutions to excessive stress usually boil down to eating right, getting enough sleep, and managing your time effectively. Organization is time management, and time management is one part of stress management.”

*Lucy H. Hedrick*

“Five Days to an Organized Life”
Objectives

- Examine time management skills
- Organize your desk, day, and life
- Resources
Everyone has the same amount of time

60 minutes per hour
1,440 minutes per day
525,600 minutes per year
Time Log

Write down everythings you do for a period of time

- Learn how you really spend your time
- Identify areas where you can improve your use of time
“Time management is only a set of skills and tools to help us more efficiently control the events of our lives.

Doing a better job of managing our time is meaningless unless we are managing it to accomplish those things that are of greatest importance in our lives.”

_Hyrum Smith_, creator of the Franklin Day Planner
Essential Tools

- Master List
- Calendar – or – PDA
- Prioritized Task List
- Paper – OR– PDA
- Directory– PDA
**FAA Responsibilities**

- Deal with angry student/parent
- Sort/review mail
- Review student files
- Read new regulations
- Respond to NPRM
- Write position paper on state grant program for boss
- Collect data for annual report
- Routine requests for information
- Attend social function for prospective students/parents
FAA Responsibilities (cont.)

___ Reconcile Pell Grant Program
___ Process SAP Appeals
___ Present entrance counseling session
___ Attend meetings
___ Read Chronicle of Higher Ed
___ Write new satisfactory academic progress policy for school
___ Give performance appraisal to person with performance issues
___ Have exit interview with auditors
Tasks

Low energy
- Staff meetings
- Opening/sorting mail
- Responding to correspondence
- Collecting data

High energy
- Dealing with angry individual
- Writing NPRM response
- Reconciling programs
Start with Your Desktop!

- A Master List
- Unused file folders
- Pen
What To Do

- ACT on it
- DELEGATE it
- FILE it
- THROW it away
Act

- Add to master list
- File in new folder
- File in Action Drawer
Delegate

- Individual’s name
- Notes
- Place in delegation stack
- Place in individual’s mailbox
File/Throw Away

- Toss old papers/articles
- File in inactive file
- Forward routed material
Clear Up The Clutter

- Family pictures
- Books of sayings
- Puzzles
- Stapler/staple remover
- Paper clip holder
- In/out baskets
Clear Up The Clutter (cont.)

- A cluttered desk is a sign of disorganization
- The higher on the organizational chart, the \textit{less} cluttered the desk
Tool 1: Master List

- Begin with items from desktop
- Quick reference of ongoing activities
- Include due dates
- Include personal and professional goals
Master List Examples

- Complete and submit FISAP by Sept 30
- Schedule appt for shots for dog by Nov 1
- Purchase plane tickets for vacation by Nov 10
- Paint living room by Dec 1
- Have John complete ABC survey due Dec 15
- Write NASFAA Transcript article by Jan 15
- Administer performance appraisals by Feb 10
Tool 1: Master List

- Keep track of delegated work
- Establish and set goals
- Organize larger projects
  - Break down into smaller tasks
  - Daily task lists
  - Expect the unexpected
Breakdown of Large Task

- Sept. 30  – FISAP due
- Sept. 25  – submit FISAP electronically
- Sept. 24  – send signature pages
- Sept. 20  – get President, Finance Officer signatures
- Sept 18  – compile data, check accuracy
- Sept 15  – receive Business Office, computer data
- Sept  1  – schedule appts for signatures
- Aug  5  – send written request to Bus. Office
- Aug  1  – review instructions/request computer data
Tool 2: Your Calendar

10. Maintain your own calendar
9. Keep one calendar for everything
8. Take calendar wherever you go
7. Know your energy cycle
6. Plan every day
Tool 2: Your Calendar

5. Don’t plan every minute
4. Prioritize
3. Save peak energy periods for yourself
2. Schedule time for routine tasks
1. Schedule your rewards
Tool 3: Daily Task List

- List *everything* you’d like to accomplish
- Assign value using ‘ABC’ system
- Assign numerical value to each item
“Prioritizing means determining the relative importance and precedence of events. And it is absolutely necessary for effective planning. Prioritizing keeps us from spending time on things we don’t really value.”

Hyrum Smith
Tool 4: Notes

- Carry paper at all times—or—PDA
- Make notes
- Use full-sized paper—or—PDA
- Date notes
- File in action file folders or PDA To Do File
Tool 5: Telephone/Address Directory

- Carry It
- Maintain one directory
- Transfer business card information
- Include e-mail, fax, home address/phone
Time-Saving Tips: Telephone Calls

If person unavailable

- leave specific message
- find out when person will be available
- mark availability on calendar
Time-Saving Tips: Telephone Calls

- Don’t answer phone!
- Leave message
- Forward calls
Time-Saving Tips: Managing E-Mail

- Know your system’s special features
- List serves
- Same time every day
- Use services (NASFAA’s Today’s News, IFAP)
Time-Saving Tips: Interruptions

- Close your door
- Distinguish between necessary visits and interruptions
- Use different techniques
  - Visit others
  - Arrange appointment
  - Leave your office
  - Establish regular meeting time
Time-Saving Tips: Meetings

- Request agenda
- Arrive early
- Notify chair if you will be late
- Avoid routine, emergency, impromptu meetings
- Avoid Monday mornings, Friday afternoons
Change Your Time Paradigm

- New travel and/or work times
- Direct deposit, off-hours for banks/ATMs
- Change lunch hour
- Schedule vacations during non-peak times
- Investigate service provider
Closing Thought

- The only person to get all of their work done by Friday was Robinson Crusoe…"
Questions