

## Personal Time Management

Michael Taylor  
www.gym.net  
650.888.9020  
CoachT@gym.net

## What *IS* Time Management?

### Set of Tools to help you...

- eliminate waste
  - be prepared for meetings
  - refuse excessive workloads
  - monitor project progress
  - allocate time appropriate to a task's importance
  - ensure that long-term projects are not neglected
  - plan each day efficiently
  - plan each week effectively
- and to do so simply with a little self-discipline.

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## Time Evaluation

- Conduct an audit of your time.
  - One week log of your activities.
  - How much of your time is yours?
  - How much belongs to others?
- Where do you feel rushed?
- Calculate the value of your time.

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## Prepare a Time Budget

- Begin by eliminating waste.
- Stop doing subordinate's work
- Don't do other people's work.
- Create an appointment book.
  - Schedule every appointment.
  - Schedule all projects and deadlines.

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## Appointments & Meetings

- Understand the purpose of appointments and meetings.
- Don't call unnecessary meetings.
- Have an agenda.
- Allocate time appropriately.
  - Include "follow-up" time.

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## Meeting Deadlines

- Check the specification – are you sure that you agree on what is to be delivered?
- Break the task down into small sections so that you can estimate the time needed for each, and monitor progress.
- Schedule reviews of your progress (e.g., after each sub-task) so that you can respond quickly to difficulties.

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### Dealing With Impossible Deadlines

- Get the deadline extended.
- Look for more resources.
- Get the deliverable redefined to something practical.
- State the position clearly so that person responsible for your deadline has fair warning.

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### Take Back Control

- It is YOUR time.
- Provide yourself a system & structure.
- Maintain balances.
- Establish long-term goals and objectives.
- Measure the results.

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### Resources:

- **Time Tactics Survival Guide**  
by Arthur A. Hawkins II
- **Getting Things Done**  
by David Allen
- **Timely Time Management Tips**  
by Dr. Donald E. Wetmore
- **The Complete Idiot's Guide to Managing Your Time (2nd Edition)**  
by Jeffrey P. Davidson, et al
- **Time Tactics of Very Successful People**  
by B. Eugene Griessman, Eugene B. Griessman
- **The 80/20 Principle: The Secret to Success by Achieving More with Less**  
by Richard Koch

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### That's All The Time We Have For Now

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