

## Time Management

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Each one of us needs to define:

- What is important to you in your personal life?
- What is important to you in your professional life?

When you focus on the things in Quadrant 2:

- The Quadrant 1 crises and emergencies decrease.

When you spend too much time in quadrants 3 and 4 (the unimportant):

- Quadrant 1 gets unmanageable and everything feels like a "priority." When everything is a priority, then nothing is.

Focus on the truly important, say "no" to the unimportant:

- You can say "no" with a smile when there's a bigger burning "yes" inside you.
- 80% of the results flow out of 20% of the activities (Quadrant 2).

The essence of time and self-management:

- Say "no" to Quadrants 3 and 4, say "yes" to Quadrant 2.

Individual activity:

- Define what's important in your personal life and career.
- Once you have defined important, organize your daily activities into the four quadrants.
- Take the five steps to effective personal management (in this order):
  - a. Develop a personal mission statement.
  - b. Identify your key roles (personally and professionally).
  - c. Identify your goals within those roles.
  - d. Plan your week.
  - e. Plan your day.

