

### **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.

|               | Urgent   | Not Urgent   |
|---------------|--|--|
| Important     | <ul> <li>Crises</li> <li>Pressing Problems</li> <li>Deadline Driven<br/>Projects, meetings,<br/>preparations</li> </ul>  | <ul> <li>Preparations</li> <li>Presentations</li> <li>Values Clarification</li> <li>Planning</li> <li>Relationship Building</li> <li>True Recreation</li> <li>Empowerment</li> </ul> |
| Not Important | <ul> <li>Interruptions, some phone calls</li> <li>Some mail, some reports some meetings</li> <li>Many proximate pressing matters</li> <li>Many popular activities</li> </ul> | Trivia, busywork     Junk Mail     Some phone calls     Time wasters     "Escape" activities   |