


Maximize Your Minutes

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Time & Health




The Stress Curve



Effective time management means...

- Recognizing control
- Breaking old habits
- Enhancing work experience
- Accomplishing goals




Benefits of Time Management

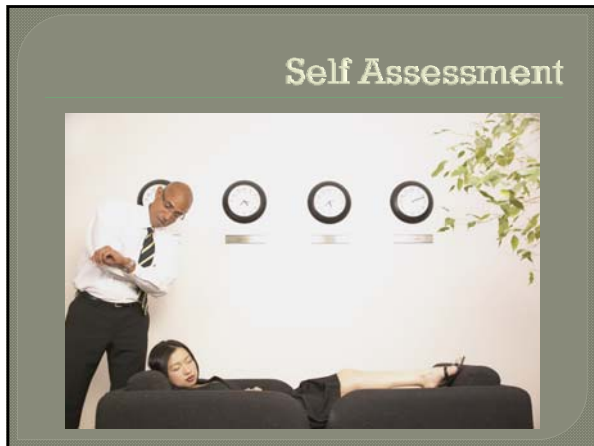
- Increase productivity
- Identify priorities
- Accomplish goals
- Control stress
- Balance your life




Examples







Obstacles to Effective Time Management

- Unclear objectives
- Disorganization
- Inability to say "no"
- Interruptions
- Overload
- Stress and fatigue
- All work and no play

A photograph of a man slumped over his desk in an office, appearing exhausted or stressed. There are papers and a laptop on his desk.The logo of the University of North Carolina at Charlotte, featuring a stylized sunburst and the text "UNIVERSITY OF NORTH CAROLINA AT CHARLOTTE".

What Can We Do?

- Set Goals
- Organize
- Prioritize
- Learn

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Set Goals

- Specific
- Measurable
- Achievable
- Realistic
- Time-based

A close-up photograph of a pencil resting on a piece of paper with a "To Do" list. The list has several items with checkboxes, some of which are marked with 'X' or 'D'.The logo of the University of North Carolina at Charlotte, featuring a stylized sunburst and the text "UNIVERSITY OF NORTH CAROLINA AT CHARLOTTE".

Example

- Improve department communications.

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SMART

- Research, develop, and submit recommendations for improving department communications by December 31, 2009.

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Organize

- Think & plan
- Schedule carefully
- Set deadlines
- Create a habit of organization
- Get a jump on tomorrow



Prioritize

- Do
- Delegate
- Delay
- Delete



Learn

- Be flexible
- Biological time
- Concentrate on efficiency
- Tune out interruptions
- Learn to say no



Review



Set Goals



Organize



Prioritize




Learn





“Time = life; therefore, waste your time and waste your life, or master your time and master your life.”

~Alan Lakein



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