

Link to Presentation:  
[bit.ly/SSTimeMgmt](http://bit.ly/SSTimeMgmt)



# Time Management Tips to Support After School Leaders

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## Objectives

- ★ What and Why?
- ★ Be Mindful of Time
- ★ Organization
- ★ Tools
- ★ Breakdown Time Needed
- ★ Best Practices
- ★ Review

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# 1. Time Management

What is it and why is it important?

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# What is time management?

× Time management is the coordination of tasks and activities to maximize the effectiveness of an individual's efforts. Essentially, the purpose of time management is enabling people to get more and better work done in less time.

<http://whatis.techtarget.com/definition/time-management>

× It is a set of principles, practices, skills, tools and systems that help you use your time to accomplish what you want.

<https://www.successconsciousness.com/blog/time-management/importance-of-time-management/>

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# Why is time management important?

- Time management is important for your personal life and career success.
- It teaches you how to manage your time effectively and make the most of it.

<https://www.successconsciousness.com/blog/time-management/importance-of-time-management/>

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Productivity is never an accident. It is always the result of a commitment to excellence, intelligent planning, and focused effort.

**IMPORTANCE OF TIME MANAGEMENT**

**YEAR CHART**

- ✓ A REDUCTION OF STRESS
- ✓ A SENSE OF ACHIEVEMENT
- ✓ INCREASING ENGAGEMENT
- ✓ INCREASING PRODUCTIVITY
- ✓ ACHIEVING A GOAL
- ✓ AN ESSENTIAL LIFE SKILL

Don't be busy.  
Be productive.

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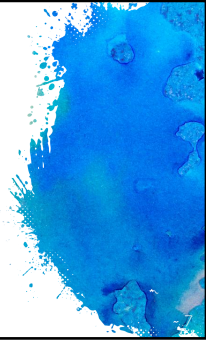
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2.

## Be Mindful & Intentional



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## Be mindful and intentional with the time you have.

"Without energy and the ability to focus it doesn't matter how much time you have."



**FOCUS**

TIME IS NON-REFUNDABLE.  
USE IT WITH INTENTION.



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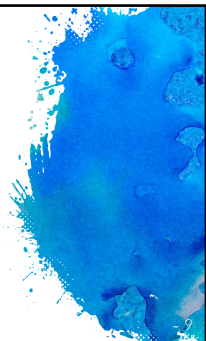
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3.

## Organization and Supportive Systems



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cleaning  
& organizing  
is a  
**PRACTICE**  
not a **PROJECT**  
- Meagan Francis



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**Organization:**

- Work smarter, not harder.
- Make it functional!
- Be open to change!
- Organize folders/shelves
- Be intentional with notes
- Declutter



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**BENEFITS OF BEING ORGANIZED**

STAY FOCUSED ON YOUR GOALS	INCREASED PRODUCTIVITY	EFFICIENT TIME	REDUCED STRESS LEVELS	ENJOY A BALANCED LIFE	IMPROVED FLEXIBILITY IN YOUR ROUTINE	POSITIVE ATTITUDE	BOOSTED CREATIVITY
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www.nskproducts.com



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*"Organizing isn't about being 'tidy' or throwing stuff away. It's about creating systems that provide access to the things we need to achieve our goals."*

*Julie Morgenstern*

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**"For every minute spent organizing, an hour is earned."**

— Benjamin Franklin

[Facebook.com/LessonsFromOrganizing](https://www.facebook.com/LessonsFromOrganizing)

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4.

## **Time-Management Tools**

**Not so one-size-fits-all...**

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## At a Glance Calendar

- Annually
- Quarterly
- Trimesterly
- Monthly
- Weekly
- Daily
- Customizable to meet your needs
- Allows you to see at a Glance when things are due
- [Duty Statement](#)

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## Deadlines & Prioritizing

- × Set Soft and Hard Deadlines to help not overwhelm.
- × Prioritize Items
- × Take a moment to consider the process
- × Give yourself enough time to meet deadlines

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## ABC Tool

One common method is to prioritize your tasks into categories, such as:

A: Vital – must be done today

B: Important – should be done today (or at least soon); and

C: Need to get done at some point in the not-too-distant future

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## Best Practices

- Keep a backup system (ie Google Drive)
- Save Folders:
  - End of the Year
  - Beginning of the Year
- Review planning tools daily
- Remember to take breaks...
- Set time limits
  - Use an actual timer
- Lists
  - Check off 3!
- The impact of "CC" on emails!



<https://focusme.com/blog/7-tools-and-techniques-to-improve-your-time-management/>

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## 8 Tips to help you establish and maintain a productive, collaborative team while developing your leadership talents along the way.:

- Make time to lead. ...
- Get to know your team. ...
- Communicate, communicate, communicate. ...
- Lead by example. ...
- Reward the good and learn from the bad (and the ugly). ...
- Delegate. ...
- Be decisive.

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## Specific to ASES

\*Each person works at their own pace, however it is important to meet deadlines. Take note of the time needed to complete a task:

- Breakdown of Time:
  - Update Class Lists
  - Timesheets
  - Feedback for Evals.
  - Sign-Out Sheets
- Give yourself transition time if needed.

\*Schedule your hours/day/time to meet:

- Unique site needs
- Team Needs

\*Schedule

- Focus:
  - AM: Site Lead Responsibilities
  - PM: Programming

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**Review Objectives:**

- ★ What and Why
- ★ Be Mindful and Intentional
- ★ Organization
- ★ Tools
- ★ Best Practices
- ★ Connecting to ASES & Leadership Role



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