



# Managing Your Time and Energy

Presenter: John Jackson

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## EFAP Information

English: 1.800.663.1142  
French: 1.866.398.9505  
TTY: 1.888.384.1152  
Online: [www.homewoodhealth.com](http://www.homewoodhealth.com)

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## Overview

1. Defining the key premise of time management
2. Understanding your time wasters
3. Aligning time to key priorities
4. Reviewing the urgent/important matrix
5. Using your time, energy and attention
6. Reviewing tips and techniques to manage your time, energy and attention

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## Objectives

1. Understand the key premise of time management
2. Clarify priorities
3. Reflect on strategies to improve personal effectiveness and efficiency
4. Discuss tips and techniques to manage your time, energy and attention

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## If you had more time . . .



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## Key premise

It's . . .  
your **TIME**,  
your **ENERGY** and  
your **ATTENTION**  
that dictate your productivity.

Therefore, you need to consider all three as factors in your time and energy management process, and in creating a process that works for **you!**

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## How you use time matters

Time is a very democratic resource. We all get 24 hours a day, seven days a week.

It's how you use that time that makes the difference!



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## What are your time wasters?

- Too much to do?
- Interruptions?
- Competing agendas?
- Inefficient processes?
- Disorganized?



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## Taking control of your time

### Better organizational skills?

- In your workspace
- With your work habits

### Changing your boundaries?

- Saying "no" to low value tasks
- Saying "no" to interruptions

### Valuing your priorities?

- Are your core priorities reflected in your task list?
- Are you doing what matters most?

### Addressing procrastination?

- Under motivated
- Overwhelmed



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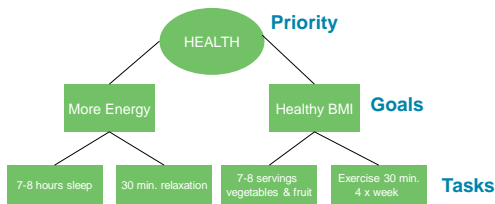
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## Aligning time to key priorities



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## Aligning time to key priorities

### Activity:

- When I align my daily tasks to my key priorities, what changes do I need to make?
- What do I need less of and what do I need more of?

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## The Urgent/Important Matrix

Managing time effectively, and achieving the things that you want to achieve, means spending your time on things that are important and not just urgent.

**IMPORTANT:** These are activities that lead to achieving your goals and have the greatest impact on your life.

**URGENT:** These are activities that demand immediate attention, but are often associated with someone else's goals rather than your own.

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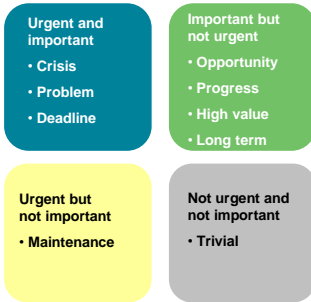
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## The Urgent/Important Matrix



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## Strategies for budgeting time

- Set SMART goals and work backwards to identify how you will achieve them
- Hold yourself accountable to your plans
- Focus on what's productive, significant, valuable and important
- Manage "information avalanches" and "meetingitis"
- Take short and frequent breaks
- Reward yourself for accomplishing your goals

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## Plan your time

- Do one thing at a time and make it the most important thing
- Allow extra time in your schedule
- Use lists and write things down
- Block time for key tasks
- Know your peak time and schedule your highest priority tasks during this time
- Make the most of your "off" time and schedule breaks, less complex tasks, exercise, etc. during this time

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## Using your time, energy and attention

Gaining time

Gaining energy

Gaining attention

Using time

Losing energy

Losing attention



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## Self reflection

- Where am I successfully managing my time?
- Where do I struggle?
- What changes am I willing to make to increase my use of time, my energy and my attention?
- What resources do I have available to help me with this?
- When and how will I do this?

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## Summary

- Your **TIME**, your **ENERGY** and your **ATTENTION** dictate your productivity.
- Therefore, you need to consider all three factors in your time and energy management process, and in creating a process that works for **you!**



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“Dost thou love life,  
then do not squander time,  
for that's the stuff  
life is made of.”

~Benjamin Franklin

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### References

Covey, S. R. (1989). *The 7 habits of highly effective people: powerful lessons in personal change*. New York: Simon & Schuster.

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