

Time Management Activities

- Read through the time wasters and savers. See how many of each you do, right now! Brainstorm ways to turn time wasters into time savers.



- The next time you meet with your group, club, or organization bring along the time wasters and savers. See how many of each of these your group is engaged in. Brainstorm together ways to turn time wasters into savers.



- Once you have brainstormed ways to make time wasters into time savers, post them somewhere you will be reminded of them!

About Time Managers:

Time Managers is a series of bulletins on managing time. These bulletins are for youth and adults who work with youth. The bulletins will include information on time management, time wasters and savers, the rules for managing time, priorities, and to do lists and action plans.

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Resources

Butler & Hope. (1996). *Managing Your Mind*. Oxford University Press.

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Time Managers 1

Helping Youth Manage Time!

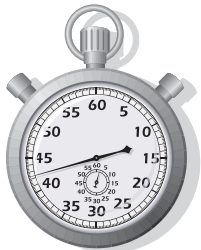


Welcome to Time Managers! This is first in a series of bulletins on managing time. These bulletins are for youth and adults working with youth. Each bulletin gives ideas and provides activities on how to help manage limited time.



Time is of the essence. Time is all we have. Time is running out. Time. Time. Time. For any leader, time is a limited and precious resource. There is no way to recover time that we have wasted. We can't speed it up, slow it down, or stop it. In any case, as leaders, we can only find a way to make the most of it.

One way we can start to effectively manage our time, is to start to identify things that waste our time as well as things that save our time.



⊗ Time Wasters ⊗

1. Indecision
2. Inefficiency
3. Unanticipated interruptions that do not pay off
4. Procrastination
5. Unrealistic time estimates
6. Unnecessary errors
7. Crisis Management
8. Poor Organization
9. Ineffective meetings
10. Micro-management
11. Doing urgent rather than important things
12. Poor planning and lack of contingency plans
13. Failure to delegate or delegating without authority
14. Lack of priorities, standards, policies or procedures

Time Savers

1. Manage the decision making process; not the decisions
2. Concentrate on doing only one task at a time
3. Establish daily, short term, mid-term and long term goals
4. Handle correspondence quickly with short letters or memos
5. Throw unneeded things away
6. Establish personal deadlines and ones for your organization
7. Do not waste other people's time
8. Ensure all meetings have a purpose, a time limit, and include only essential people
9. Get rid of busy work
10. Maintain accurate calendars and abide by them
11. Know when to stop a task, policy or procedure
12. Delegate everything possible and empower subordinates
13. Keep things simple
14. Ensure time is set aside for high priority tasks
15. Set aside time for reflection
16. Use checklists and to do lists
17. Adjust priorities as a result of new tasks

