

# TIME MANAGEMENT

**Taking control  
of your most  
valuable asset**

*Presented*

*By*

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HUMAN RESOURCE  
**dynamics**

Identifying your needs. Inspiring your employees





# OBJECTIVES

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**Provide you the tools  
To increase both personal and  
Team productivity by taking  
control of your most valuable  
asset.....**

**YOUR TIME**



# **The heart of time management is managing yourself.**

- ❖ **Taking responsibility**
- ❖ **Setting goals**
- ❖ **Establishing priorities**
- ❖ **Changing old habits**
- ❖ **Making a plan and working the plan**

**How are you  
using your  
most valuable  
asset?**

# ACTIVITY LOG

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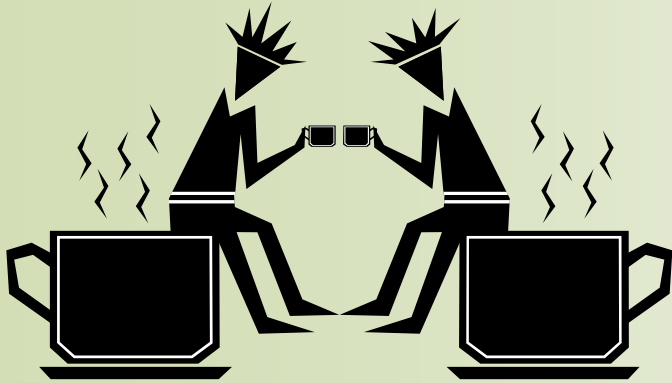
## ACTIVITY LOG

DATE \_\_\_\_\_

TIME	ACTIVITY
8:30	Check e-mails
10:00	Coffee Break
10:30	Open Mail
12:00	Lunch
1:15	Check messages
1:30	Team Meeting

# Time Wasters


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- **Reading e-mails**
- **Personal Phone Calls**
- **Net-Surfing**
- **Socializing**
- **Junk Mail**
- **Smoke/Coffee Breaks**
- **Procrastination**

# REMEMBER

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If you eat a live frog the first thing in the morning.....That is probably going to be the worst thing that will happen to you all day. 



# Work Smarter

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- **Work on the important tasks**
- **Take time to do it right**
- **Control interruptions**
- **Delegate**
- **Get organized**

# **PLAN AND ORGANIZE**

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- **Organize your desk**
- **Clean out your file cabinet**
- **Discard**
- **Organize your computer documents**
- **Clean up before you go home**
- **Make a to-do list for the next day**

# To Do List

Date \_\_\_\_\_

**Appointments:**

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**Phone Calls:**

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**Tasks:**

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**Notes:**

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# Alignment

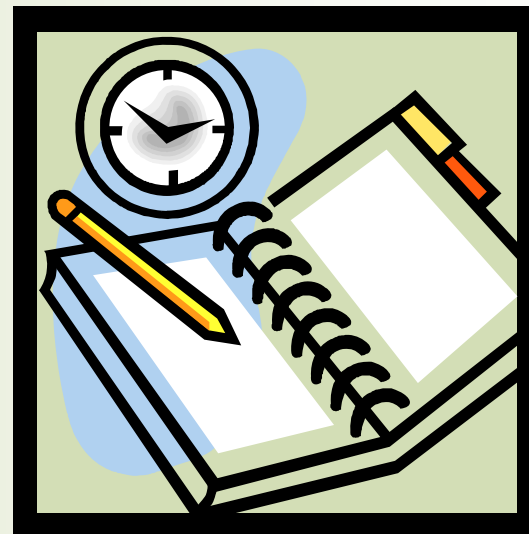
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# SCHEDULE & PRIORITIZE

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- **Understand your job duties**
- **Prioritize**
- **Estimate time**
- **Schedule**
- **Prioritize new items**
- **Hold yourself accountable**



# PLAN FOR THE UNEXPECTED

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- **Allow time for interruptions**
- **Learn from past experience**
- **Eat that frog**

# **BECOME SELF AWARE**

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- **When are you at your best?**
- **Use your best time for A-1**
- **A time for perfection**
- **Don't create impossible situations**
- **Take time for yourself**

**“NO”**

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**Just because someone throws  
you a ball, doesn't mean you  
have to catch it.**

# REWARD YOURSELF

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If we learn to balance excellence in work with excellence in play, fun, and relaxation, our lives become happier, healthier, and more creative.

# SUMMARY

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**REMEMBER:** Personal time management is about learning to manage yourself.

You have the power

# CONTACT INFORMATION

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