

MAEOP Spring Virtual  
Conference  
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# Welcome to Organization and Time Management !

Presented by Marie Freeman

Time Management



### Work Life:

You come into work early and leave late and tired.

You want a change.

In short, you are overwhelmed.

### Home Life:

You work all day at home, and when your spouse comes in, looks around, and asks what you have been doing all day, you have trouble knowing what to say, because you aren't really sure.

What is the problem, or better yet, what is the solution?

First off I would like  
to say a day on the job  
is easier than  
a day at home.



Do you have a brief story of where you are in the area of Time Management?





Write down what you do well !



Write down what you plan to work on  
to be better at !

1.)

2.)

3.)

4.)

5.)

6.)

1.)

2.)

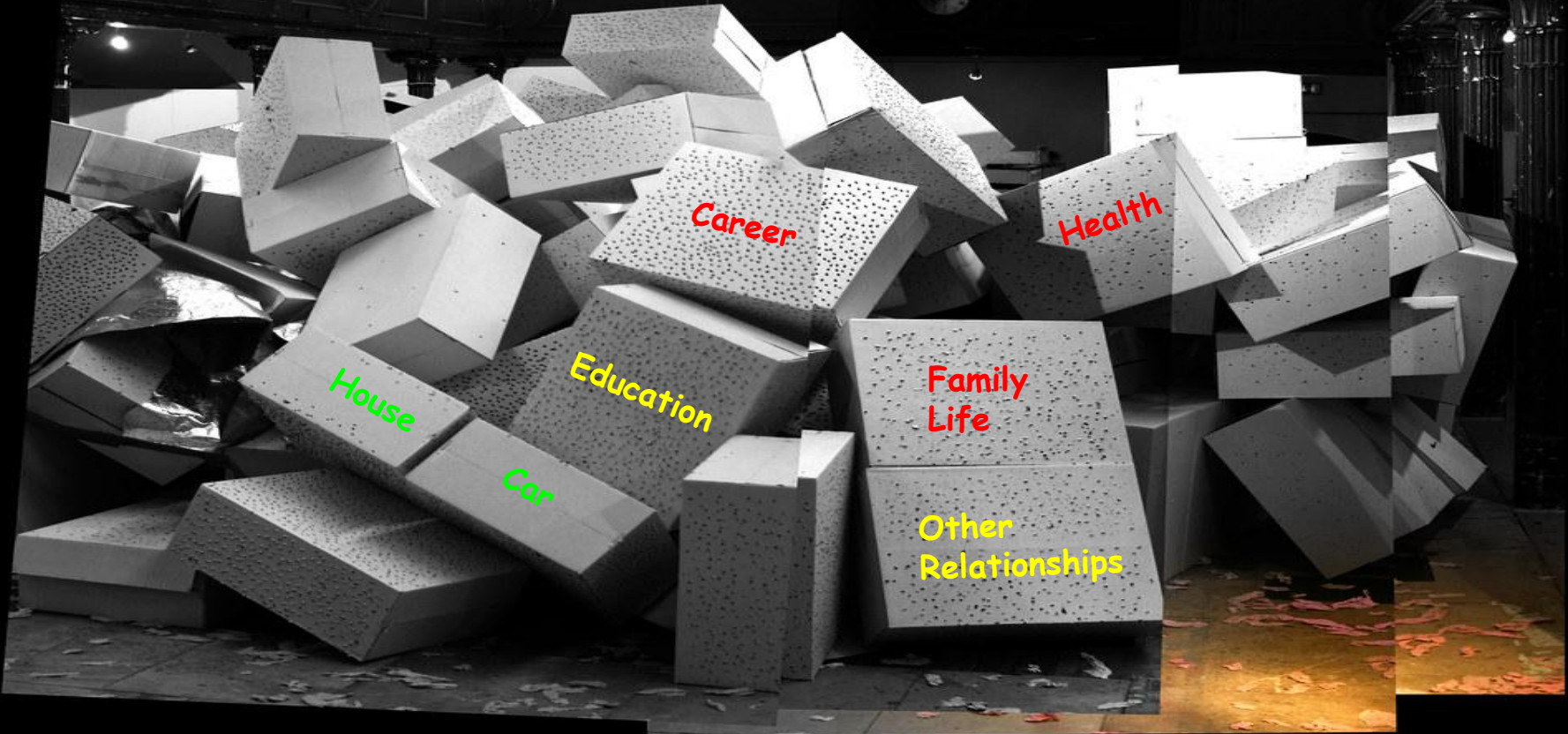
3.)

4.)

5.)

6.)

Where do you think your time is out of joint?



Career

Health

Family  
Life

Other  
Relationships

Education

House

Car

# What are time wasters at work?

Name 5 things that waste your time at work.

- 1.)
- 2.)
- 3.)
- 4.)
- 5.)





Do you waste time at work?

Do you see others wasting time at work?

Here are a few items that helps us waste time at work.

Did you have different ones on your list?

Here are some time wasters that you may not have thought of:

Reading unimportant or unnecessary mail or emails

Waiting to make copies, for the restroom, and many other things you have to wait in line for



Inefficient help or help that requires a lot of supervision

Perfectionism

Telephone interruptions

Crisis management

Unproductive meetings

Outside noises

Careless work that needs to be redone

Cell Phones

As you looked at the time wasters on the previous page, did you find something that you can eliminate?

Tell us how you might eliminate these items.



Are you ever late to work?

What are your excuses?

- Poor time estimation
- Forgot to take your medication
- Careless planing
- Ignore the need for cusion time
- Lost track of time
- Forgot to get gas the day before
- Got out of bed late
- Accident / Traffic / Stop Lights
- Dog ran off
- Forgot your phone
- Left the oven/stove on



Late to work ??





What do you use to  
keep you on task?

Phone calendar, desk calendar, google computer calendar, are there others?  
Who uses more than one?



Do you know the hidden power of the planner?

Do you move things from your todo list to you planner





Do you set a timer?

Do you set reminders?

How or what kind do you use?





Family is very important!

Work is important!



How does work and family fall into your life?  
Do you put both family and work events on all your calendars?

On your calendar:

Mark off a day for you! Don't feel guilty!!!!

Use colors to code different family members.

Use the same planner for all your events. (work, family, friends, and your personal day.

At the beginning of the new year write in all the birthdays and anniversaries.

Mark out vacation time as soon as you decide on the dates. Don't schedule work during this time.

If you have too much on one day and can't make all the events. Delete one and make the others.

You can not be everywhere and remember to choose wisely the one you delete.

Your choice of planners, calendars, phones, and anything else that work for you is what you should use. Remember Google will put your information to email and phone calendar if you are using all the same. That is the best way to do it all !





Questions?

Thoughts.

Ideas!!!!

A string of nine colorful paper clips is stretched across the frame, each holding a letter of the phrase "THANK YOU". The letters are written in blue ink on small, rectangular pieces of paper. The background is a dark, textured wooden surface with horizontal planks. The lighting is soft, highlighting the colors of the paper and the texture of the wood.

THANK YOU