



UNBOXED TRAINING SOLUTIONS
A New Generation of Training



ARE YOU READY TO FILE TIME BANKRUPTCY?

Put time on your side!

JUST WHEN I HAD MY DUCKS IN A ROW... SOMEONE YELLED GOOSE!



- **83% of US workers are stressed?**
- **stress results in as much as \$300 billion in lost productivity?**
- **60% to 80% of workplace accidents result from stress?**
- **1M employees miss work each day because of stress?**
- **14% of workers want to punch their colleagues?**
- **29% of workers have yelled at their coworkers because of stress?**

TIME MANAGEMENT

The key is not to prioritize what's on your schedule, but to schedule your priorities.

Stephen Covey

HOW DO YOU DO THAT?



THE EIGHT MOST COMMON MISTAKES IN TIME MANAGEMENT

- #1 Failing to keep a TO-DO LIST
- #2 Not setting PERSONAL GOALS
- #3 Failing to manage DISTRACTIONS
- #4 Not setting PRIORITIES
- #5 PROCRASTINATING
- #6 Not saying, “NO”
- #7 Ineffectively scheduling tasks
- #8 Not taking breaks

DAILY ACTION PLANNING

- Strategies for Daily Plans:

- Plan ahead
- To-Do List
- Eat that Frog
- Outlook Tasks/Calendar
- Others

	URGENCY		
	High		Low
IMPORTANCE	1 Urgent and important Do it now	2 Important not urgent Decide when to do it	
	3 Urgent not important Delegate it	4 Not important not urgent Dump it	

PARETO'S 80/20 RULE OR PRINCIPLE

- The **Pareto principle** (also known as the **80/20 rule**, the **law of the vital few**) states that, for many events, roughly 80% of the effects come from 20% of the causes.
- In training, 80% of the time should be interaction; while 20% of the time is spent on lecture.
- In business, 80% of sales come from 20% of clients.
- In your paycheck, 80% is for the top 20% of your priorities.

		URGENCY	
		High	Low
IMPORTANCE	1	Urgent and important Do it now	2 Important not urgent Decide when to do it
	3	Urgent not important Delegate it	4 Not important not urgent Dump it

KNOW YOUR PRIORITIES AND PLAN FOR THEM

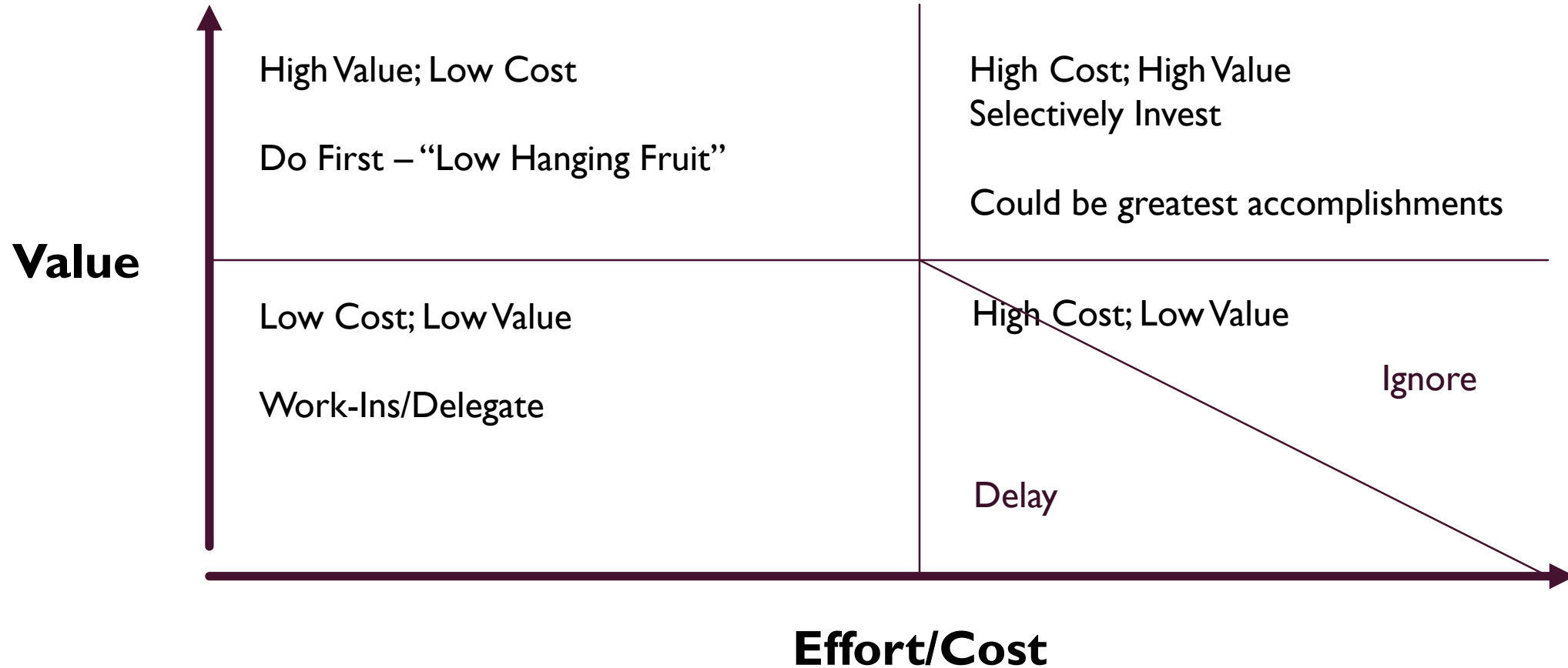


Make a list:

1. It prevents good ideas and intentions from floating away.
2. Writing things down forces you to ask yourself if it really *is* important.



2X2 PRIORITIZATION MATRIX



BREAK IT DOWN!

Simple tasks



Recurring tasks



Projects



SIMPLE TASKS



Start with your backlog/your past due!

Start with the tasks that you deem to be most urgent.

Start today scheduling any tasks that comes to you today for tomorrow.

RECURRING TASKS



Some tasks will appear on a regular, even daily basis.

Make a weekly checklist of your recurring tasks and simply check them off.

Bi-Weekly, Monthly, Yearly, etc. Put on your to do list.

PROJECTS



Anything you consider to be more complex or time consuming than a task.

List all your projects.

Choose 'Current Project' based on urgency, importance and impact.

Work on it at the right time. Work on it daily if possible

30/10 RULE

30 minutes for the week

10 minutes a day



DISTRACTIONS & INTERRUPTION

- De-clutter your workspace
- Dealing with email/text messages
- Your phones
- "Available" and "Unavailable" Time
- "Invitation Only" Time
- Uncontrollable Interruptions
- Learn to say, "NO"



INTERRUPTION LOGS

- Keep for at least a week
- Record **Who, What, When, Where, Why**
- Analyze and Conquer Interruptions
- Which ones are valid
- Work them into your schedule

Interruption Log							Page	of
Name:								
Process/Job:								
#	Date	Start Time	End Time	Total Time	Who Interrupted (include self)	Reason for Interruption		
1								
2								
3								
4								
5								
6								
7								
8								
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11								
12								
13								
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15								
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17								
18								

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PROCRASTINATION

Six indicators that will help you know when you're procrastinating:

1. Filling your day with low priority tasks from your To Do List.
2. Reading e-mails several times without starting work on them or deciding what you're going to do with them.
3. Sitting down to start a high-priority task, and almost immediately going off to make a cup of coffee.
4. Leaving an item on your To Do list for a long time, even though you know it's important.
5. Regularly saying "Yes" to unimportant tasks that others ask you to do, and filling your time with these instead of getting on with the important tasks already on your list.
6. Waiting for the "right mood" or the "right time" to tackle the important task at hand.

THE SIX TYPE OF PROCRASTINATORS

The Perfectionist

The Dreamer

The Worrier

The Crisis-maker

The Defier

The Overdoer

TIPS FOR OVERCOMING PROCRASTINATION

- * Know your type of procrastinator
- * Develop a routine
- * Eat the frog/5 Second Rule
- * Break the project into smaller tasks
- * Look at the cost of your wasteful time
- * Set goals with timelines
- * Have someone hold you accountable

GOAL SETTING – SMART GOALS

- S *specific*
- M *measurable*
- A *attainable*
- R *realistic*
- T *timely*



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FREE



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EFFECTIVE TIME MANAGEMENT

- #1 Keep a TO-DO LIST
- #2 Set PERSONAL & PROFESSIONAL GOALS
- #3 Manage DISTRACTIONS
- #4 Set PRIORITIES
- #5 Don't PROCRASTINATE
- #6 Learn to say, "NO!"
- #7 Learn to effectively schedule tasks
- #8 Take a break, live a little, have fun

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RESOURCES IN DEVELOPMENT

*“Time is so short for
those who need it,
but it last forever for
those who love.”*

A line from the movie
Dracula Untold, 2014

UK Cooperative Extension Service, [The Successful Person’s Guide to Time Management](#). 2008

[Time Management: “7 Quick Wins” Checklist](#), MindTools. 2018

[9 Ways to Minimize Interruptions at Work](#), Ciara Conlon. 2018

[5 Choices The Path to Extraordinary Productivity](#), Kory Kogan, Adam Merrill, Leena Rinne. Franklin Covey. 2015

[The 6 Different Types of Procrastinators—Find Your Type & We’ll Show You How to Fix It](#), Joel Brown. 2012.

[The 5 Second Rule: Transform Your Life, Work, and Confidence with Everyday Courage](#), Mel Robbins. 2017