



GOAL-SETTING & TIME MANAGEMENT



LEARNING OBJECTIVES

- Increase awareness of time management strategies
- Implement self-selected strategies
- Predict external time wasters
- Examine how time is spent
- Model how to set priorities
- Organize tasks by category
- Assess the importance of using a planning tool
- Perform work in a timely manner
- Schedule time appropriately



ICE BREAKER:

Time Robbers



INTRODUCTION



Time Management

Effective leaders manage their own time wisely and use their group's time well, too. Good planning is essential for time management. Here are some more tips that can help you and your crew.

- **Prioritize.** Your time and energy are limited. Keep your focus on your vision, giving priority to the tasks that will most advance your goals.
- **Be Time-Aware.** You cannot manage time well without being aware of how long things take and how you are using your time presently.
- **Delegate and Divide.** Break large tasks into smaller ones. Involve others in getting the task done.
- **Reduce Distractions.** Increase concentration on the task at hand. Find a place free of other distractions to get work done.
- **Take Breaks—and Take Care of Yourself.** Good diet, exercise, and sleep habits will make you more efficient with your time. And when you've been working for a while, take a break so you can come back re-energized.



TRACKING YOUR TIME

(PART I)

Where Does the Time Go?



STRATEGY 1:
BE TIME-AWARE



How Do I Use
My Time?

Appendix A

Worksheet: How Do I Use My Time?

Part I. Evaluate the last 24 hours and calculate how many minutes you spent on each of the following activities. You may add other activities as needed.

- | | |
|------------------------------|---|
| _____ minutes sleeping | _____ minutes communicating with friends (chat, text, Facebook, phone, in person, etc.) |
| _____ minutes with my family | _____ minutes on Venturing activities |
| _____ minutes watching TV | _____ minutes playing or practicing sports |
| _____ minutes reading | |
| _____ minutes eating | |

Part II. Now let's examine how you spend your time on schoolwork. Read each statement below. If your response to a statement is *always*, give yourself a 3. If your answer is *sometimes*, give yourself a 2. If your answer is *rarely*, give yourself a 1.

1. I have a dedicated time for studying each day _____
2. I keep track of my assignments and regularly check for progress. _____
3. I prepare any materials I may need before I begin to study. _____
4. I avoid distractions when studying. _____
5. I undertake assignments in large segments to avoid last-minute work. _____

Part III. Reflect on how you answered the questions above and fill out this chart by listing tasks and assignments that fit each of the three categories.

Tasks that I need to do sometimes, but not every day
Tasks that I need to do on a daily basis
Important tasks that require a significant amount of time



TRACKING YOUR TIME

(PART II)

Where Does the Time Go?



STRATEGY 1:
BE TIME-AWARE



Using a Log
to Determine
How You
Spend Your
Time

Appendix B

Using a Log to Determine How You Spend Your Time

Create and maintain a daily log of how you spend your time. You may be surprised at how much time you spend on various tasks or how much time is spent with phone calls and interruptions. The time log can provide you with a starting point to determine focus areas for improvement.

How long you maintain the log will depend on the nature of your work. For most people, keeping the log daily for one week will suffice; for others, it may require a month or two. Divide your day into segments of 15–30 minutes (perhaps even shorter segments, if appropriate for your schedule).

Record exactly how you spend your time—be specific. Log your time as you go, not at the end of the day. You may not need to stop and record every 15 minutes. Just do it each time your attention shifts from one task to another.

Try not to change your habits during this time, even if you see obvious areas where you could gain better control. Use the same approach you would take to starting a food journal if you were on a diet. The object is to get a realistic picture of your typical schedule.

After completing the time log, assess your tasks and separate them into categories according to the nature of each. For example, you may use categories such as homework, meetings, social media, phone calls and texts, school, planning, exercising, sleeping, working, extracurricular activities, sports, etc. Calculate the percentage of time spent on each category. This will provide you with a better picture of how you spend your time.

Look for patterns in your assessment

- Do you spend too much time on routine tasks?
- Could you devise ways to simplify or streamline time-consuming jobs?
- What times during the day are busiest for you?
- Where could you reorganize your schedule to work more conscientiously?
- When are you most and least productive?
- Are there any jobs that you should delegate to others?
- Do you work on tasks that don't even need to be done?
- What are the consequences if you don't do a particular task?
- How could you effectively use your "down time"?



TRACKING YOUR TIME

(PART II)

DEBRIEFING



12 to 15 points = Great. You have awesome study and time management skills.

7 to 11 points = OK. You have some good habits, but they can use a little improvement.

6 points or below = Needs improvement. You can use some help with your study habits.



SETTING PRIORITIES



STRATEGY 2:
KNOW YOUR FIRST
PRIORITY.



PAIRED COMPARISON ANALYSIS ACTIVITY



Paired Comparison Analysis Worksheet

STEP 1: In the spaces below, list each of your options. Then, write a short version of the options in the grid below, next to each letter in the shaded boxes. This is to help you easily recall which option is which while comparing.

A) _____	E) _____
B) _____	F) _____
C) _____	G) _____
D) _____	H) _____

STEP 2: For each square in the grid below, compare the option in the row to the option in the column. Circle the letter you prefer.

STEP 3: Next to each letter you circled, circle the number that best expresses how strongly you feel about your preference, on this scale:

1 = slightly prefer 2 = moderately prefer 3 = greatly prefer

	B:	C:	D:	E:	F:	G:	H:	SCORES
A:	A or B - 1 2 3	A or C - 1 2 3	A or D - 1 2 3	A or E - 1 2 3	A or F - 1 2 3	A or G - 1 2 3	A or H - 1 2 3	A=
B:		B or C - 1 2 3	B or D - 1 2 3	B or E - 1 2 3	B or F - 1 2 3	B or G - 1 2 3	B or H - 1 2 3	B=
C:			C or D - 1 2 3	C or E - 1 2 3	C or F - 1 2 3	C or G - 1 2 3	C or H - 1 2 3	C=
D:				D or E - 1 2 3	D or F - 1 2 3	D or G - 1 2 3	D or H - 1 2 3	D=
E:					E or F - 1 2 3	E or G - 1 2 3	E or H - 1 2 3	E=
F:						F or G - 1 2 3	F or H - 1 2 3	F=
G:							G or H - 1 2 3	G=
H:								H=

STEP 4: Add the scores for each letter, and enter them in the rightmost column. Make sure you check each letter's column and row.



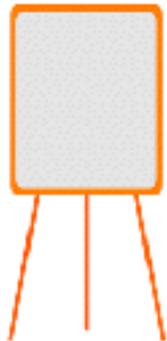
BREAK TIME



GETTING ORGANIZED



STRATEGY 3:
REMOVE THE
CLUTTER



**ELIMINATE
IT**



LIGHTEN YOUR BACKPACK



LIGHTEN YOUR BACKPACK

Appendix C

Worksheet: Lighten Your Backpack



You have been a member of your Venturing crew for almost a year. You are the activity chair for a camping trip scheduled four weeks from now. This is a popular crew adventure that is held at a state park 40 miles away, and reservations are on a first-come, first-serve basis, so plans must be finalized well in advance. Meanwhile, you still have all your usual responsibilities each day—schoolwork, errands, household chores, etc.

Scan through the items on this list and, using the Paired Comparison Analysis method, assign a priority score number to each one.

- _____ Crew officer meeting, 1st Tuesday
- _____ Crew meetings, 2nd and 3rd Tuesdays
- _____ Meal planning for crew campout
- _____ Reserve horses and mountain bikes at state park
- _____ History paper due this Friday
- _____ Outline for English paper due a week from Monday
- _____ Schedule a haircut
- _____ Mow the lawn

USING PLANNING TOOLS



STRATEGY 4: PLAN FOR PRODUCTIVITY

Appendix D

Day Planner

One of the most traditional planning tools is the diary, or planner. There are several types of planners to choose from, so find one that suits your purpose. You may want to see one day at a time or the entire week at a glance. You may opt for a standard diary to simply record events and appointments or a personal organizer with a diary, address book, task list, and notebook. You may prefer to use an electronic planner that stores details in digital form.

Remember: Whichever form you use, you must use it consistently.

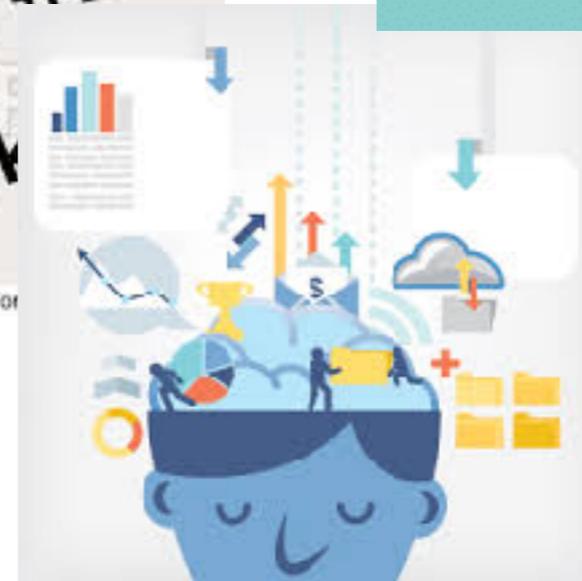
Here are a few tips for making your planning tool work for you:

- Take time to record appointments and events in your planner as they are made. Don't jot them down on another piece of paper to transfer to your planner at a later time.
- Include preparatory time in your planner if the activity will require travel or other types of advance work. Likewise, include follow-up time after the activity.
- Use color to denote different types of tasks or important tasks.
- Allow unscheduled time for unexpected situations that may arise.
- Determine which planner format suits you best (e.g., weekly or daily calendar with one or two pages per day; size; type of fastener, etc.).
- Always carry your planner with you. If this isn't possible, carry at least the calendar page and task list for that day.
- Keep your goals, projects, and other important lists in your planner.
- Regularly sync your electronic planner or refill your paper planner.
- Only schedule about 70 percent of your day. Remember to make an appointment with yourself—to exercise, take a break, or just sit and think.

PLANNING TOOLS



STRATEGY 4:
PLAN FOR
PRODUCTIVITY



5 Tips To Better Manage Your Time

- 1 Don't do it all—delegate!**
There are things you need to do, and then there are other tasks that can be easily handed off to give you the time to do what must be done.
- 2 Make a to-do list.**
You can't start to get work off your desk until you know what it is you're responsible to accomplish. A task list, organized by priority, will give you an overview so you can act wisely.
- 3 Use clear communications.**
If you can't express what you need, and listen to others as they respond, you're going to face unnecessary obstacles.
- 4 Schedule effective meetings.**
They have a bad rap as time-wasters, but when following an agenda and only including the appropriate people, meetings can be very productive.
- 5 Get the right tools.**
Working with active project management tools, fosters collaboration and makes sure no one is over-tasked.



BEATING PROCRASTINATION



STRATEGY 5:
DON'T DELAY
ANOTHER DAY



This is a
Procrastination
Monster!



SCHEDULING YOUR TIME



STRATEGY 6:
ALWAYS PLAN
AHEAD

“There is always enough time for the important things. The busiest people are able to find time for what they want to do, not because they have any more time than others but because they think in terms of ‘making’ time by careful scheduling.”—Alan Lakein,



SCHEDULING YOUR TIME

STRATEGY 6: ALWAYS PLAN AHEAD



This rule tells us that, typically, 80 percent of our effort generates only 20 percent of the result. The remaining 80 percent of the result is achieved with only 20 percent of our effort. While the ratio is not always 80/20, this pattern recurs so frequently as to be the norm in many areas.



The time management tips and skills you learn in this training can help you focus as much of your time and energy as possible on high-reward tasks. This allows you to achieve the greatest possible benefit even when the time available overall is limited.



SUMMARY

Practicing good time-management skills results in higher levels of productivity, more energy, less stress, the ability to get things done, positive relationships, and increased self-esteem. In this course, you have learned:

- How to determine what is important and urgent
- Ways to gain control of how you spend your time
- Tools for improving time management
- The importance of scheduling
- The need to complete work in a timely manner
- How to control “time robbers”



CLOSING

Time management is really just a fancy term for balancing more than one responsibility at once. Like any other skill, it takes practice.

The most difficult part of time management is holding yourself accountable for practicing the skills you have learned.

