

Star Life Consulting

Reduce your stress and accomplish more through time management

*Say goodbye to sleepless nights, dissatisfaction and overwhelm
and say hello to more productivity, improved relationships and
new opportunities.*

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Time Management for Success

Time is such a valuable resource. We all have the same time resource, how we use it is entirely up to us. Even if you argue that most of your time is spent at work, that time you spend at work is still a choice you made. Each action or non action you make using time is your choice; this is part of your accountability to yourself, others and God.

Accountability for how you spend your time is part of self leadership and professional development. The outcome of your life is a result of how you used your time.

A lot of us are continually bombarded with information, interruptions, distractions, and meetings and other time consuming events. I myself deal with this every day, there are days that my brain just shuts down and there are days I can't seem to shut off my brain even at 1am in the morning.

This is disheartening and truly sad because our lives are literally being consumed by time sucking non value events. Having better control of our lives will allow us to add more value to the goals we have set for ourselves and the companies we work for.

Learning how to manage your time is crucial to your wellbeing, happiness and peace of mind. Time management reduces your stress, improves your overall productivity, allows you to have stronger relationships and achieve more strategic work done.

I sometimes get overwhelmed, which is why I put this time management tips and techniques to reduce chaos in my life.

1. Clarity on the direction and goal
 - Identify which of the task on your to do list moves you closer to your goals or expected outcomes
 - Identify critical task, impacts and time lines
 - Which task would make you feel accomplished at the end of the day
 - Clarify priorities and values that align with you or our stakeholders
 - Clarify Key performance Indicators (KPI) or milestones
2. Focus
 - Keep your eye on the prize
 - Discipline and diligence are keys to success

- Avoid distractions and manage interruptions
- Be clear on what is opportunity vs. distraction
- Use a calendar and a “to do” list
- De-clutter - physically and mentally before you start

3. Manage

- Manage information, time, expectations and people
- Say no when it does not align with the goal
- Have a strategic plan & a contingency plan
- Breathe; Rest when you need to rest, do not let yourself burn out
- Use a timer, set it at 30 minutes intervals, set break time
- Avoid perfectionism

4. Build Relationships

- Understand that you can’t do it alone
- Delegate or ask for help
- Be open to suggestions, feedback and advise
- Negotiate the when and what

Fast Tacking your “To Do” List;

When you are ready to work, have 3 Columns:

1. Must Do’s:

- What three goals you would like to accomplish for the day
- Consider risk, value, profitability
- Ask yourself: what 2-3 tasks do I need to do
- Which task will make you feel more fulfilled at the end of the day?

2. Quickies

- What 2-3 task can I finish in **less than** 5 minutes that is aligned with my goals

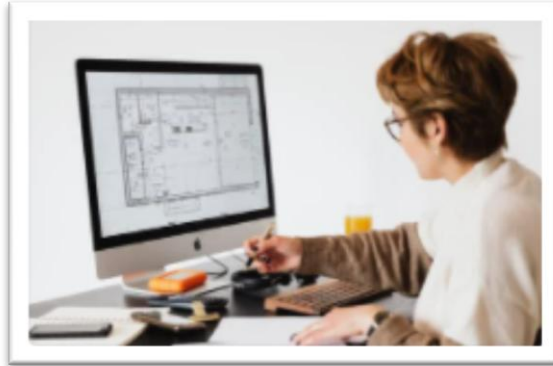
3. Nice To Do’s

- If you had extra time what would you like to accomplish?

Remember, the goals you set must be SMART goals.

SMART – Specific, Measurable, Achievable, Realistic and Time Bound.

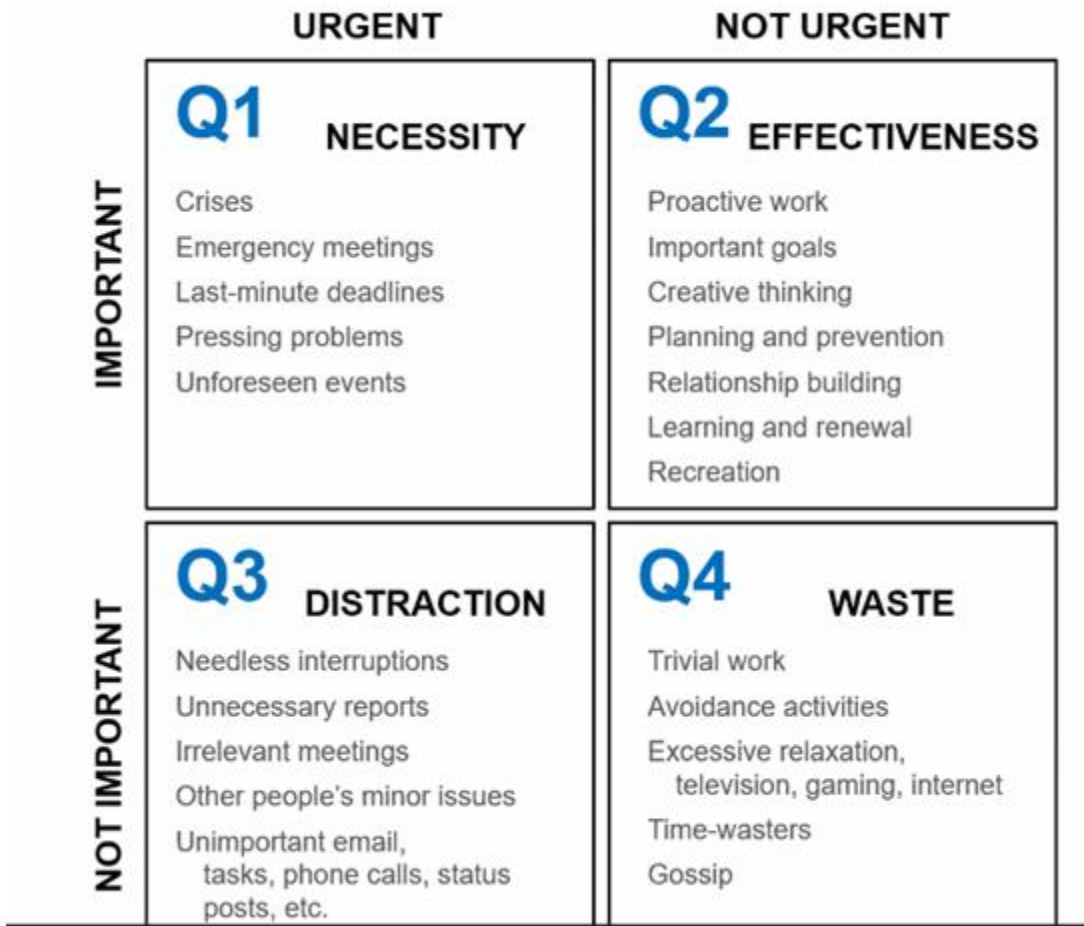
Once you have committed to doing these goals, keep in mind that it should be realistic and achievable. Setting goals that are not viable or impractical set's you up to fail, or working on too many goals will potentially be challenging to achieve.



What if everything seems important?

In Steven Covey's book "7 Habits of Highly Effective People", he provided a method of prioritizing based on urgency and importance.

Adapted from Kwela Leadership Training



If you want to be more productive then Quadrant 2 is where you want to be. This is productivity at its best.

We are mostly stuck in Quadrant 1-3; the goal is to slowly move time utilization from the other quadrants to Quadrant 2. I say slowly because the other quadrants have become unintentional habits developed with time.

Being aware of the unproductive task and habits that kill output is the first step to being more effective and productive. The key is to create new inclinations that help us lead and be more productive every day.

This is not to say that relaxation, emails and trivial work don't have its merits, it does but if we want to move the needle toward our goal creative thinking, learning, planning, prevention and strategic relationship building is where usage of time will produce better outcomes.

Quick tips in managing your emails

- 1) Set time to read emails –
 - unless our job entails answering and maintaining the inbox, set specific times to read emails i.e. set 2-3x a day for 30 minutes
- 2) Prioritize emails
 - “Do it Now” - Critical
 - “Do this Next” - Crucial but can be deferred
 - “Do this Last” - not crucial yet, nice to do
 - “Do Not Do” - not part of my scope of responsibilities or aligned with my goal
 - “Delegate this” - leverage someone else skills and time
- 3) Organize and automate
 - Set rules and use folders
 - Create templates for responses
 - Use filters, grouping and sort our email
 - Automatically archive relevant newsletters i.e. self-help, business news, fitness etc. Create folders and label them into fitness emails, coaching etc.
- 4) Unsubscribe or purge
 - If you haven't read the newsletter in the last 3 months, unsubscribe or purge it.
 - Delete unwanted email using filters.

Why time management is so important?

Unless you don't fully understand why time management is important and what benefits you can gain from it, you may not have enough motivation to actually change your habits.

1) Time is Money

- If you assign an hourly value to your task, your perspective would change drastically.

2) Reduce Stress

- Poor time management skills can cause a lack of sleep, frustration, disappointment, and potentially health complications.

3) Higher value

- Having good time management skills, will provide you with enhanced focus and efficiency which in turn will give you better value.

4) Improves career

- You will have more time to provide excellent quality work because you are not dealing with multiple time-sensitive tasks in a rushed manner.

5) Improves decision making

- More time to consider and ponder more important things.

6) Improves relationship

- More free time you have to spend with your friends and family, build relationships that matter to you.

7) Improves quality of life

- Generally happier and more fulfilled because you are not overwhelmed, over worked and burned out.

8) Increase self discipline

- Time management is a skill to be developed, its consistent disciplined habit.

9) Open for new opportunities

- Have more time to explore new opportunities, challenges and adventures, maybe even volunteer at a local charity or make new connections.

10) Positive disposition

- You are able to wind down, rest and sleep better hence in a better disposition to provide value, service and help create a better world around you throughout the day.

