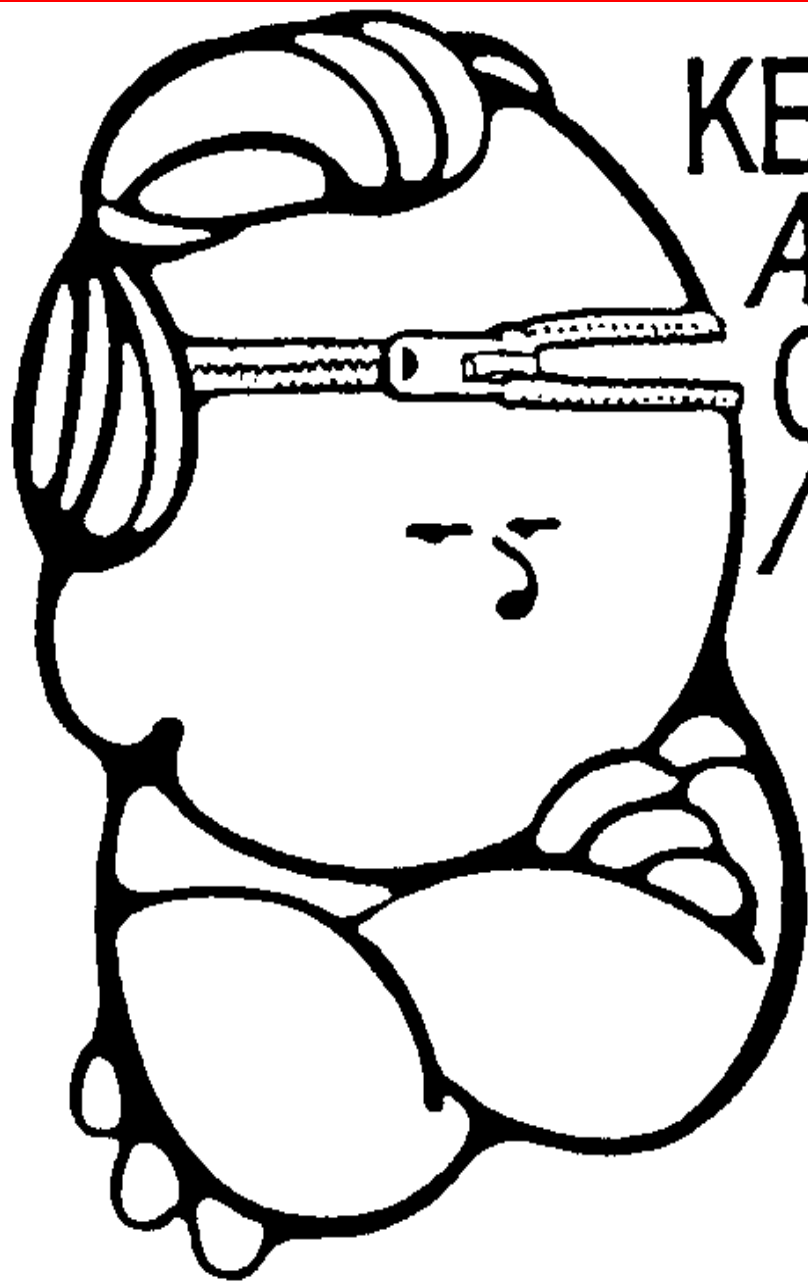




Balancing Competing Commitments

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KEEP
AN
OPEN
MIND!

Who has enough time to
get everything done



What Messages Did You Learn About Time?

- Being on time
- Being late
- Not finishing on time
- Knowing when to leave
- Being the 1st one there
- Being the last to leave
- Dawdling
- Clocks



Let's Think About It!

If you had a bank that credited your account each morning with \$86,400 and no balance carried to tomorrow ...

WHAT WOULD YOU DO?

86,400 Seconds Each Day

- **Nobody can manage time**
- **Time is expensive**
- **Time is perishable**
- **Time is measurable**
- **Time is irreplaceable**
- **Time is a priority**



Biggest Time Thieves

- Lack of planning
- Doing less important things
- Paper shuffling
- Cluttered desk
- Trying to do too much
- Afternoon drowsiness
- Crisis management
- Waiting
- Indecision
- Not finishing something... before starting something new
- “I’ll do it later ...”



How DO YOU Fill the Bucket?

- **Rocks** = time with family, friends, big projects



Put the rocks in first.

Is your bucket full?

- **Pebbles** = coaching, volunteering, meetings



Can you fit in some pebbles?

Is your bucket full?

- **Sand** = routine chores



Can you fit in some sand?

Is your bucket full?

- **Water** = cleaning, watching TV, surfing the internet



Can you fit in some water?



Let's Talk about Social Media

➔ E-mail

➔ Facebook

➔ Cell phones

➔ Monitoring the kids



Wasting Time Waiting ... Plan Ahead ... Be in Control

WHAT TO DO ...

- Read an article
- Write a thank you note
- Make a list
- Plan an event
- Make a quick phone call
- Text someone
- Plan tomorrow

WHAT NOT TO DO ...

- Twiddle your thumbs
- Get upset
- Eat



4 Questions to Ask Myself

1. Do I really have to do it?
2. What will happen if I don't do it?
3. Can I delegate it?
4. What if someone else does it?



4 Ds of Time Management

	Important	Unimportant
Urgent	DO IT	DELEGATE IT
Not Urgent	DEFER IT	DUMP IT

Changing an Old Habit

TIME WASTER

- Lack of planning
- Doing less important things
- Cluttered desk
- Interruptions
- Crisis management
- Too much to do
- Waiting
- Indecision
- I'll do it later



NEW HABIT

- Daily to-do list
- Prioritize
- Clear the top
- Establish quiet hours
- Urgent ... not urgent
- Delegate
- Plan for it
- Accept risks
- Later never comes ...

Top Tips for Today!



- Start your day with a plan & be flexible
- Do the right thing 1st - focus on being effective; then focus on doing it right
- Eliminate the urgent – focus on important
- Practice intelligent neglect - delegate
- Conquer procrastination
- Don't waste time feeling guilty about what you didn't do – it's gone!

