

Leo Advancement Sessions

Time Management



Participant Manual



Session Objectives

At the end of this session, participants will be able to:

- Describe the importance of time management
- Recognize common obstacles to effective time management
- Identify strategies for achieving effective time management

Time Management Case Study

The case study below follows a day in the life of Chris, a Leo club president.

- 6:30 am** Chris's alarm goes off. Chris is exhausted from being particularly busy the last few weeks. Chris decides a few more minutes of sleep would be beneficial.
- 7:30 am** An hour later, Chris wakes up in a panic – the few extra minutes of sleep have turned into an entire hour. Now Chris will be late for work. On the commute to the office, Chris realizes that the agenda and related materials prepared for this evening's Leo club meeting were left at home. Chris will now have to run back home before the meeting.
- 8:45 am – 12pm** Chris arrives late to work at 8:45, flustered and stressed. During the next few hours, Chris attempts to make progress on an important work assignment but is constantly interrupted by client phone calls and coworkers stopping by to catch up on the latest office gossip.
- 12-1:00pm** At noon, Chris suddenly remembers that a department meeting is scheduled for 1:15pm. Chris spends most of the lunch hour trying to prepare for the meeting but isn't sure what to prepare because Chris can't find the meeting agenda that was distributed last week.
- 1:15 – 2:30pm** Chris attends the department meeting. During the meeting, the team manager appoints Chris to be the project manager on a new, exciting assignment. Chris accepts the task even though it will mean additional responsibility to an already heavy workload.
- 2:35pm** After the meeting, Chris returns and opens an email from a coworker, James. In the email, James asks if Chris could be the contact person for one of his clients while he is out of town on vacation. Chris thinks, "I don't really have time for this, but I guess James needs my help", and says yes to James.
- 2:45 – 4:30pm** Chris spends the afternoon trying to finish up a last-minute work assignment but spends at least 30 minutes looking for a stack of completed client forms. Chris is unable to finish the assignment before leaving for work and will have to complete the assignment first thing in the morning.

- 4:45 – 6:15pm** After work, Chris goes to a friend’s house to help them pack. Chris’s friend is moving to a new city for work and needs help before the stressful move. After helping, Chris returns home to retrieve the materials needed to conduct the Leo club meeting.
- 7 – 8:30pm** During the club meeting, a discussion takes place about the need for a new service project that will help support the local library, which has been struggling financially for several months. The members want to organize a book drive and fundraiser involving local businesses. Unfortunately, no one volunteers to serve as the committee chair for the project, so Chris volunteers.
- 9:00 – 10:30pm** When Chris arrives home after the meeting, the next hour and a half are used to catch up with personal email. Chris knows that the district convention presentation is due in two weeks and needs to be completed but decides to put that off until another time. Finally, Chris goes to bed around 10:30pm.

Obstacles to Effective Time Management

- **Unclear objectives and priorities**
- **Personal disorganization**
- **Lack of planning**
- **Distractions and interruptions (checking your phone, playing a video game, visitors/guests)**
- **Inability to say “NO”**
- **Procrastination and indecisiveness**
- **Personal commitments (family/friends)**
- **Professional obligations (work)**
- **Being involved in too many commitments at the same time**
- **Stress and fatigue**

Strategies for Effective Time Management	
Set Objectives	Establish objectives for each task or project. Make sure your objectives are SMART: specific, measurable, actionable, realistic, and time bound.
Prioritize	<p>Determine which of your tasks you should:</p> <ul style="list-style-type: none">- Do yourself- Delegate to someone else- Delay to another time <p>Address tasks that have short-term consequences and set deadlines to tasks that have more long-term implications.</p>
Find a way to stay organized	Use a planner, a calendar, a notebook, or app to keep track of your tasks, project deadlines, and appointments.
Learn when to say “No”	Realize that you cannot do everything and avoid agreeing to things that you do not have time to complete. Make sure that when you do commit to something, that it is consistent with your goals and objectives.
Use Your Waiting Time	Accomplish small tasks, like reading and writing emails or messages, while you wait. Look at the time you spend waiting as a “gift of time” rather than a “waste of time”.
Concentrate on one thing at a time	Put your energy into the task at hand. Tune out interruptions and set aside time when you will not check your phone, read email, or schedule visitors.
Celebrate success	Take time to enjoy the feeling of having achieved your objectives. Reward yourself when you complete a task or finish a project.

Activity: Time Squared

On the following three pages you will find 24 squares that represent 24 hours in a day. Each square represents one hour.

Instructions:

1. Begin on page 6.
2. Fill in the squares with your routine daily activities. E.g. eating 4 hours = 4 squares, sleeping 7 hours = 7 squares, etc.
3. Move on to page 7.
4. Fill in the squares on the second page with the non-working time you spend at your work/school. E.g., coffee breaks, personal conversations, calls to friends, checking social networks, etc.
5. Finally, turn to page 8.
6. Summarize the data from the page 6 and 7 on page 8. Use different colors, if possible, to tell them apart. e.g., green for the 1st page, blue for the 2nd.
7. The empty squares = 'productive time.'

This activity is a convenient way to actually see on paper how time is spent throughout your day. It might provide you with some insight on how to find new ways to improve your time management.

Routine (Daily) Activities

[illegible]

Non-working time spent at work/school

[illegible]

Routine Activities and Non-working Time (Empty squares represent productive time)

[illegible]

The Big Rocks of Life

One day an expert in time management was speaking to a group of business students and, to make a point, he used this illustration. As he stood in front of the group he pulled out a large jar and set it on the table in front of him. Then he produced about a dozen rocks and placed them, one at a time, into the jar. When the jar was filled to the top and no more rocks would fit inside, he asked, "Is this jar full?" Everyone in the class said, "Yes." Then he said, "Really?"

He reached under the table and pulled out a bucket of gravel. He dumped some gravel in and shook the jar causing pieces of gravel to work themselves down into the space between the rocks. Then he asked the group once more, "Is the jar full?" By this time the class began to understand. "Probably not," one of them answered. "Good!" he replied.

He reached under the table and brought out a bucket of sand. He started dumping the sand in the jar and it went into all of the spaces left between the rocks and the gravel. Once more he asked the question, "Is this jar full?" No!" the class shouted. Once again, he said, "Good." Then he grabbed a pitcher of water and began to pour it in until the jar was filled to the brim. Then he looked at the class and asked, "What is the point of this illustration?" One student raised his hand and said, "No matter how full your schedule is, if you try really hard you can always fit some more things in it!"

"No," the speaker replied, "that's not the point. The truth this illustration teaches us is: If you don't put the big rocks in first, you'll never get them in at all." What are the 'big rocks' in your life? Your children; your loved ones; your education; your dreams; a worthy cause; teaching or mentoring others; doing things that you love; time for yourself; your health; your significant other. Remember to put these BIG ROCKS in first or you'll never get them in at all. If you sweat about the little stuff (the gravel, sand, and water) then you'll fill your life with little things you worry about that don't really matter, and you'll never have the time you need to spend on the most important things."

As you reflect on this short story, ask yourself this question: "*What are the 'big rocks' in my life?*" Then, put those in your jar first.

What is Your Biggest Takeaway?

What are you going to do differently based on what you learned today?

Notes: