

## **Curriculum Guide for Presentations on:**

### ***Time Management***

**Goal:** To assist treasurers and financial managers in understanding time, its constraints and its opportunities, and the necessary of successfully managing one's use of time.

*Points to cover when presenting on time management:*

1. Time management is really the management of oneself, as time comes in the same quantity for everyone.
2. Five perspectives for being in charge of one's life:
  - a. Identify a defining purpose.
  - b. Create balance in one's life—including personal time, family time, personal devotions; work time, and rest time (including vacations).
  - c. Expand one's energy—energy of the body; the emotions; the mind; the spirit.
  - d. Leverage one's time—focus on what is most important and use efficient patterns of action to accomplish tasks.
  - e. Control one's schedule.
3. Expanding the energy of the body:
  - a. Engage in regular exercise.
  - b. Good nutrition and eating schedule.
  - c. Regular pattern of adequate rest.
  - d. Brief but regular breaks for renewal.
4. Expanding the energy of the emotions:
  - a. Deep abdominal breathing in moments of stress.
  - b. Expressing appreciation to others.
  - c. Recognize the difference between facts of a situation and the way we interpret those facts.
5. Expanding the energy of the mind:
  - a. Minimize interruptions.
  - b. Each night identify the most important challenge for tomorrow.
  - c. Spend the first part of the new day addressing that challenge.
6. Expanding the energy of the spirit:
  - a. Pay attention to the meaning and purpose of rituals.
  - b. Develop a systematic personal growth program.

- c. Allocate time and energy to the most important areas of life—work, family, health, service, the church.
  - d. Live core values in daily life.
  - e. Be conscious of the need for renewal and what behaviors best contribute to renewal in your life.
7. Controlling your schedule:
- a. A matter of discipline.
  - b. Conduct a time audit.
  - c. Prepare an action plan.
  - d. Rigidly controlling time can diminish satisfaction. Life is made up of surprises, unpredictability and attentiveness.
8. Basic time management suggestions:
- a. Use only one time management system.
  - b. First master your most important activities.
  - c. Avoid “perfection paralysis.”
  - d. Work smarter, not harder.
  - e. Know your organization and colleagues.
  - f. Delegate what belongs to others.
  - g. Schedule uninterrupted time blocks for priority tasks.
  - h. Discover your peak energy time.
  - i. Take a break/ get sufficient rest.
9. Procrastination is the adversary:
- a. Recognize that procrastination robs your time and adds stress.
  - b. Write down your goals for the day or the time period.
  - c. Create a “to-do” list, starting with the most disagreeable task.
  - d. Reward yourself upon completion of a task.
  - e. Be decisive—complete a task once you have started it.
10. Special areas of concern for managing time:
- a. Email
  - b. Telephone calls—both making calls and receiving calls
  - c. Managing paper
  - d. Visitors
  - e. Meetings
  - f. Travel