

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