

Time Management

Time management fits into the mastery quadrant of the personal power grid: When you have control, and you take action = mastery. Sense of control is associated with experiencing less stress.

Three obstacles to effective time management: - all three are internal stressors that happen at the level of the mental filter:

- Perfectionism,
- Procrastination; and,
- Boundaries: (Saying no without isolating from others).

What do we know about internal stressors?

We are in control of our internal stressors which means we can change them.

What's Working?

1.	No matter how busy I get, I always find time for
2.	My goals are well-defined when it comes to
3.	I'm pretty clear on how long it takes me to
4.	I never procrastinate about
5.	I am never late for
6.	I have no problem exercising when
7.	I have no problem tackling difficult projects when
8.	I can say no when

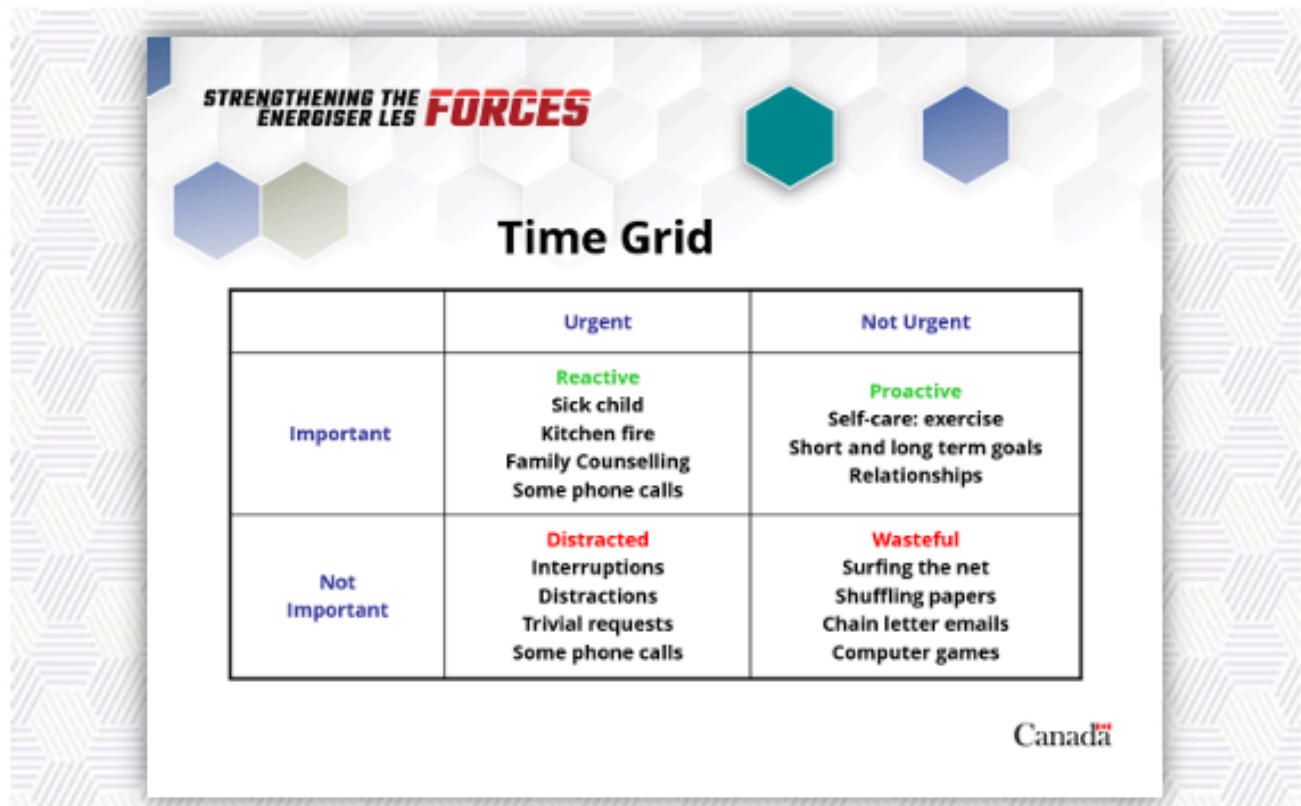
9.	I do not have a hard time finishing
10.	It is not difficult for me to say
11.	I am at my happiest when I am
12.	The things that I delegate easily are

(Source: Julie Morgenstern, Time Management from the Inside Out, Henry Holt, 1998, p. 47-57.)

What's Not Working?

1.	I never have time to
2.	I spend way too much time on
3.	I don't have well-defined goals for
4.	One thing I wish I could do every day is
5.	I always underestimate how long it takes to
6.	I procrastinate whenever I have to
7.	I am usually late for
8.	It's hard for me to say no to
9.	I have a hard time finishing
10.	It is difficult for me to say
11.	I am not happy when I'm
12.	The things that are difficult for me to delegate are

(Julie Morgenstern, Time Management from the Inside Out, Henry Holt, 1998, p. 47-5.)



Quadrant Four (Wasteful): Activities in this quadrant are simply a waste of time. Strive to minimize the amount of time you spend on activities falling into quadrant four.

Quadrant Three (Distracted): The activities in this quadrant are often the result of someone else's sense of urgency. If you allow your priorities to fall here, you will feel rushed to get things done, followed by a lack of satisfaction. These tasks are distractions.

Quadrant Two (Proactive): The activities in this quadrant should be where we spend most of our time. They are important but are not emergencies, which are sometimes why they are not priority. Begin to prioritize the activities that fall into this category. If you are currently spending very little time here, begin slowly and build upon it.

Quadrant One (Reactive): These activities should take priority - as in, do NOW. The activities in this quadrant need to be dealt with immediately and they are important. Beware though – this can feel like “all emergencies, all of the time”. If this is where most of your time is spent, you will experience more stress. In the long term, time spent here should be reduced with prevention and preparation by focusing your efforts on Quadrant Two. (Source: Covey, 2020)