



Managing my life :

Managing My Time

Provided to you by

Business Success Tools LLC

Spotlighting Performance, Change and Growth





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Managing My Life: Managing My Time

COMPLETE PROGRAM OUTLINE

I Understanding Our Time Management Habits

- Benefits of managing our time
- Skills needed to manage our time
- How we spend our time at work and in our personal life
- Time wasters

II Managing Our Time Effectively

- Goal-setting and prioritizing
- Getting organized
- Managing meetings and interactions with others
- Minimizing time wastage

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MODULE ONE: UNDERSTANDING OUR TIME MANAGEMENT HABITS

Welcome to Managing My Life: Managing My Time

As we continue to experience a considerable amount of change at work and in our personal life, many find it more and more difficult to manage time effectively. Yet, the better we manage time, the more positive and enjoyable our life becomes. This is what this program is all about, helping us manage our time more effectively.

LAWS BEHIND MANAGING TIME:

Time is probably our most important asset and it's also our true equalizer in life. We can be rich or poor, but we all have the same amount of time. We also ultimately have control over whether we will use that time effectively, or whether we will let it run by us.

The laws behind managing our time are really very simple. Managing our time effectively requires three principle activities. First, we must know how we want to use our time. Secondly, we must know how we are currently using our time. Lastly, we must develop new habits that will help us better manage our time, so that we end up doing more of what we want to do, and we end up accomplishing a great deal more of what we want to achieve.

IMPLICATIONS BEHIND MANAGING TIME EFFECTIVELY:

Managing our time effectively implies that we:

- Use our available time to realize a set of desired goals and objectives.
- Work smart, get more things done using less time.
- Plan and organize ourselves and our time in order to focus entirely on completing tasks that lead to the fulfilment of our goals and dreams.
- Are productive and efficient in our usage of time and keep wasted time to a minimum.
- Prioritize and get the important things done first.

BENEFITS OF MANAGING OUR TIME:

What are the benefits of managing our time?

- We accomplish a great deal more than before. Consequently, we feel better about ourselves.
- We end up doing more things that we want to do rather than doing things others want us to do.
- We feel more in control. We know our priorities. We have a plan of action. We don't go in circles.
- We approach our task and our time in a more organized, efficient manner. Consequently, we become less anxious, less panicky, and less stressed.
- We spend most of our time doing important things, and waste less and less time.
- We are better able to balance our work and personal life.

KEY SKILLS THAT WE NEED IN ORDER TO BETTER CONTROL OUR TIME:

What are the key skills we need in order to manage our time effectively?

How about:

- Being organized.
- Being methodical/systematic/disciplined/consistent — setting and following systems and procedures.
- Being focused on goals and priorities — setting goals and objectives and then focusing all our efforts on accomplishing them.
- The ability to concentrate on each task, each activity — not wasting any energy thinking and worrying about other things; focusing on the activity and completing it.
- Assertiveness — expressing our views in a way that is not offensive to others.
- Being a good listener — listening well to others, concentrating on what is being said.

- Communicating effectively — letting others know what is happening.
- Good planning skills — prioritizing actions to be taken and incorporating them in daily plans.
- Good decision-making — not being afraid to make decisions, and to take corresponding actions.
- Good people skills — knowing how to motivate others, to get them to cooperate.
- Being determined/persistent — not giving up easily.
- Energetic — a “get things done” type of person.
- Logical — thinking things through in an objective manner.
- Dependable — being reliable.
- Patient — not letting things bother us unduly..
- Self-starter — taking initiative.
- Good scheduling skills — knowing how to schedule time in accordance with the task that needs to be accomplished.

Now, take a few minutes to rate your own skills by completing the exercise on the next page of your program. Try to be as honest as possible when completing the exercise.

Personal Skills for Controlling Our Time

Skills	My Rating			
	Excellent	Good	Need Some Improvement	Need Considerable Improvement
n Organized	___	___	___	___
n Methodical/Systematic	___	___	___	___
n Focused on goals and priorities	___	___	___	___
n Able to concentrate on each task	___	___	___	___
n Assertive	___	___	___	___
n Good listener	___	___	___	___
n Communicative	___	___	___	___
n Good planning skills	___	___	___	___
n Good decision-maker	___	___	___	___
n Good people skills	___	___	___	___
n Determined/Persistent	___	___	___	___
n Energetic	___	___	___	___
n Logical	___	___	___	___
n Dependable	___	___	___	___
n Patient	___	___	___	___
n Self-starter	___	___	___	___
n Good scheduling skills	___	___	___	___
n Ability to concentrate	___	___	___	___
n _____	___	___	___	___
n _____	___	___	___	___

Identify in your Personal Profile on page 53 of your Program, up to 10 skills you are good or excel at, and up to 10 skills you feel you need to improve.

11. Six individuals at work who waste my time the most and ways to minimize this time wastage:

Individual:

Ways to reduce time wastage:

n

n

n

n

n

n

12. Six individuals in my personal life who waste my time the most and ways to minimize this time wastage:

Individual:

Ways to reduce time wastage:

n _____

n _____

n _____

n _____

n _____

n _____

CONCLUSION

We have now covered the key points within the program. It's also time for you to begin implementing some of the goals you have set for yourself while completing the program and to begin to use some of the ideas, tips and techniques which you find especially helpful.

Be sure to frequently review your Personal Profile on pages 53 to 59 of your programs, and the goals you have set for yourself on pages 25 and 27. Also be sure to take the necessary actions over a reasonable period of time, to realize as many of these goals as possible.

Remember, however, to not try to do everything at the same time. You may otherwise, feel too overwhelmed, to continue the program. So be sure to implement your time management plan over an extended period of time, so that you feel comfortable with the pace of your progress.

We take this opportunity to wish you a lot of success in your efforts to manage your time more effectively.

MANAGING MY LIFE PROGRAMS IN THE SERIES

The Programs:

Managing My Life: Managing Stress
Author: George Beshara

Managing My Life: Managing My Time
Author: George Beshara

Managing My Life: Managing Change
Author: George Beshara

Managing My Life: Planning My Retirement
Author: George Beshara

Managing My Life: Making The Retirement Decision
Author: George Beshara

Managing My Life: Direct Approach to Employment
Author: George Beshara

Managing My Life: Career Choices Made Easy
Author: George Beshara

Managing My Life: Careers For Heart and Spirit
Author: George Beshara

Managing My Life: Managing My Money
Author: Steven Shagrin

Managing My Life programs are NOT available in bookstores.

If you are interested in one or more of the Managing My Life programs for your personal development or to make them available to a family member or a friend, please contact the organization or professional who has made this program available to you.

PROFESSIONALS

Managing My Life program all use adult-learning methodology and are designed as self-study courses. They are also often offered by coaches, consultants, and financial professionals, in workshops, in teleclasses or with one-on-one coaching.

You may be interested in using one or more Managing My Life programs in your practice or may be simply interested in making Managing My Life programs available as, co-branded, high-quality, inexpensive gifts to clients.

Benefits of Using Managing My Life Programs

- 1) **No certification fees or special training** to have access to the programs.
- 2) **Managing My Life programs can be co-branded.** Because we use *print on demand technology*, your picture and bio and/or company information can therefore appear on the cover of each program. You also do not need to maintain a large inventory of MML programs. In fact, you can even order them one at a time and can also have them shipped directly to your clients.
- 3) MML programs can be **sold on your web-site** as self-study programs. Since you buy the programs at distributor price, you can mark them up accordingly when selling them to prospects and clients. They can also make great, valuable and **inexpensive gifts for clients**. Finally, you may simply want to **incorporate** one or more of the Managing My Life programs **within a service** you are already providing and include the cost within your professional fee.
- 4) You have access to promotional **brochures** which you can customize, **web pages** for marketing on the Internet, **sample** Managing My Life programs for clients, and a customizable Quarterly Managing My Life **Newsletter** for clients and prospects.
- 5) You may also have access to **PowerPoint presentations** for each program if you want to present a seminar or conduct a teleclass, an **MML Guide** and regular teleconference **meetings** and ongoing support to help you successfully integrate Managing My Life in your practice.
- 6) Depending on your needs, you can opt to use one or more MML programs. There are also no minimum quantities that you must use every year.

If you are interested, please contact the organization or professional who has made this program available to you.



A message from Pam Butterfield, Business Success Tools LLC, President

Our mission at Business Success Tools LLC is to provide organizations and individuals with tools that support their success. We are dedicated to supporting improved performance, helping organizations and people deal effectively with change to fuel individual and organizational success today and in the future.

Business Success Tools LLC is pleased to provide businesses and individuals with Managing My Life Programs, which have been developed and refined over the last 20 years and have been used by more than 100,000 individuals in North America in team and group settings, on a self-study basis, and with one-on-one coaching.

Business Success Tools LLC is proud to be part of a network of Professional Coaches and Trainers that provide one-on-one coaching, teleclasses, web-cast sessions and on-site workshops using these high quality materials.

Visit www.BusinessSuccessTools.Biz to learn more about the consulting, facilitation and coaching services, as well as additional tools, Business Success Tools LLC offers.

About Managing My Life: Managing My Time

The advent of innovative technologies such as personal computers, e-mail, cell phones, wireless networks, and the Internet over the last several decades has plunged us into an information revolution. The speed and availability of information requires us to handle more tasks and responsibilities and to respond faster – sometimes spontaneously – to demands. While the demands on our time have increased exponentially, the amount of time we have has remained the same. Each of us gets exactly 1440 minutes per day. Managing My Life: Managing My Time leads you to better deal with increased demands by helping you become a more organized, effective, and productive achiever.

What Clients Say

Our staff responded very positively to the ideas and approaches that were suggested in your time management program. It's good to see them now thinking more in terms of productivity and effectiveness. There is no question in my mind that the program has helped us in our team-building efforts, particularly during the growth period we have recently experienced.

Maria Sheppard, VP, Marketing, MSR Inc.

Overall, I found the Managing My Life: Managing My Time materials and the teleclasses fantastic. The ongoing coaching/mentoring over the 10 week program, created some positive habit development. As a result of the program, I have developed a time management awareness that I now bring to the fore front of my mind on an almost daily basis. I have rated this program as 'excellent' in the areas of effectiveness and usefulness for both my professional and personal life.

Joanne Tully, Human Resources Manager, Holiday Inn