



## Time Management

For the Overworked & Overwhelmed

Presented by Heidi Sisson, SunTrust Bank



51<sup>st</sup> Annual MASFAA Conference  
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 Mississippi  
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### Disclaimer

- The purpose of this presentation is to provide some suggestions for how to improve your productivity and quality of life in both your professional and personal lives. The information contained herein represents the opinion of its author and should not be relied upon as professional advice.




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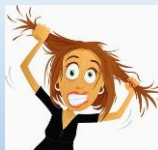
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IS THIS YOU???




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## Time Management

The conscious process of planning and controlling the amount of time spent on particular tasks.

The better your time management skills are, the more productive, efficient, and effective you tend to be.

*Time Management, Ted Robbins*



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## Choose Strategies & Tools that Work for You that Comply w/ these 5 Dimensions:

- Priorities should be clearly established
- Tasks carried out should be geared towards these priorities and be explicitly explained
- Time, energy and resources spent on unimportant/non-urgent tasks should be reduced or eliminated
- Your system (surroundings & tools) should be made conducive in order to enhance productivity, effectiveness and efficiency
- Motivational factors (such as rewards or sheer self-discipline) should be present to guarantee the fulfillment of the time-bound tasks

*Time Management, Ted Robbins*



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## Set the Right Goals - Be SMART

- Specific – Has to be clear, no room for doubt
- Measurable – Are you improving or not?
- Achievable/Assignable – Must be realistic
- Relevant – Needs to be of true value to you
- Time-bound – You must set a target date

*Time Management, Ted Robbins*



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### Example of a SMART Goal

I will finish my presentation for the MASFAA conference entitled "Time Management for the Overworked & Overwhelmed" by April 27<sup>th</sup>.

Confession: This slide was written at 2:53pm on April 27<sup>th</sup>.



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### Prioritize

- Make a To Do List
- Make a To Don't List
- Categorize Tasks as Urgent, Important & Whenever
- Put e-mails in appropriate folders immediately
- It's okay to say "No"
- Be aware of deadlines – make them visible



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### Focus

- Get rid of distractions – email, social media, people
- Hang up a "Do Not Disturb" sign
- Set your phone on silent & put it away
- Play soft music/white noise
- Do not multi-task
- Take short breaks – get up and move!
- Set a timer
- Complete challenging tasks during peak hours
- Reward yourself
- Implement a "Power Hour"



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### The Art of Scheduling

- Daily, Weekly & Monthly Planners
- Printed or digital – your preference
- Set a fixed “scheduling” time – end of each day is best if possible
- Scheduling order:
  1. Non-negotiable
  2. Important
  3. Urgent
  4. Leave time for breaks & emergencies




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### Find Your System

- Use tools that work for you
- Explore apps & ask around
- Should be efficient, effective and easy
- Organize your work space
- Control your inbox
- Less is more
- Work in progress – keep improving




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### You should read these:

- *Getting Things Done* by David Allen
- *The Power of Habit* by Charles Duhigg
- *Essentialism* by Greg McKeown
- *I Know How She Does It* by Laura Vanderkam
- *Bossypants* by Tina Fey (b/c it's hilarious)
- Any and all books written by Brene Brown




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Done is Better than Perfect



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**THANK  
YOU!**

MASFAA would like to thank our Vendors for their support!

Please be sure to visit with them and let each of them know how much we appreciate their support of MASFAA!



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