Time Management – Quit making excuses

# Job Aid

# **What Kind of Time Manager Are You?**

**Purpose:** Use this job aid to help you identify your own time management "personality" and apply appropriate strategies to improve your productivity.

| **Time management styles, behaviors, and strategies** | | |
| --- | --- | --- |
| ***Time Management Personality*** | **Behaviors** | **Strategies** |
| **Social** | Motivated when their time is spent on team-based tasks, and often prioritize tasks that bring people together.    One potential drawback is a tendency to focus so much on helping others, that they lose focus on their own mission-critical tasks. They may also defer too much to others' priorities instead of setting their own. | Use your social nature to help others find solutions that work well for everyone.    Encourage a unified, collaborative approach to getting tasks done. |
| **Analytical** | Motivated by spending time following established processes, and often prioritize tasks that organize effort and create workflow efficiencies.    May fall behind schedule because they want everything to be perfect, and can tend to focus too much on tasks and processes and not enough on timeframes and people. | Ensure that things are done correctly the first time to reduce time spent redoing tasks.     Adhere to established processes and metrics to help others stay on time and on task. |
| **Driving** | Motivated when their time can be spent completing tasks, no matter how big or small, and often relish taking on new challenges.    May sometimes take on too much work, to the point where work quality suffers or little jobs slip through the cracks. May also disregard process in favor of progress. | Leverage your drive to push yourself or your team through roadblocks and stagnation to get things done.    Volunteer to take on extra tasks or multiple projects, especially less desirable ones that others don't want to do but must get done. |
| **Inspirational** | Motivated by generating ideas with others. Prioritize tasks that involve establishing a vision that lays the groundwork for future success.    May become distracted by non-mission-critical tangents just because they seem interesting, and often sidetrack others with unrealistic plans or ideas. | Inspire others to think of more effective and efficient ways of doing things.    Find innovative ways to maximize limited time and resources. |

**Course:** Time Management: Quit Making Excuses and Make Time Instead  
**Topic:** Identifying What Kind of Time Manager You Are

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# **From Goals to To-do Lists**

**Purpose:** Use this job aid to help you break down a goal into manageable tasks that you can put in a personal calendar or project schedule.

Follow this process to break down your goals into manageable tasks.

* Identify your goal (can be personal or professional)
* Estimate the length of time it will take to complete your goal
* Identify the activities that will go into completing your goal. Think about requirements such as
  + resources
  + meetings
  + agreements, and
  + people
* Create a macro to-do list (possibly linked to your business quarter or performance period) that contains the main activities you'll need to perform to accomplish the goal
* Break each macro activity into monthly tasks
* Break each monthly task down into weekly tasks
* Break each weekly task down into daily tasks
* Double-check the flow and that you've accounted for everything that you'll need:
  + Are you taking advantage of your peak performance times?
  + Are you mixing large and small tasks each day, not overloading yourself with too many large tasks?
  + Are you factoring in other people's schedules?
* Set aside an appropriate block of time for each daily, weekly, and monthly task in your calendar/schedule and stick to it

**Course:** Time Management: Quit Making Excuses and Make Time Instead  
**Topic:** Putting To-do Lists on Your To-do List



















