

Business Tools for Career Readiness



Work Smarter, Not Harder: Time Management for Personal & Professional Productivity

Module 2



with Margaret Meloni, M.B.A., PMP

Time tracking allows
oneself to reveal what is
actually done throughout
the day

Keep Yourself Honest

Keep Yourself Honest

I'm not
ALWAYS the
best usage
of time



Strategic Reserve Time

Drawn from *The Juggler's
Guide to Managing
Multiple Projects*
by, Michael Singer Dobson

Strategic Reserve Time

Basic job functions

Drawn from *The Juggler's
Guide to Managing
Multiple Projects*
by, Michael Singer Dobson

Strategic Reserve Time

Basic job functions

–

How many hours to complete this
work

Drawn from *The Juggler's
Guide to Managing
Multiple Projects*
by, Michael Singer Dobson

Strategic Reserve Time

Basic job functions

–

How many hours to complete this
work

=

Strategic Reserve Time

Drawn from *The Juggler's
Guide to Managing
Multiple Projects*
by, Michael Singer Dobson

Work Strategic Reserve Time

time available to work

–

all scheduled work

=

Strategic Reserve Time

Personal Strategic Reserve Time

time available to do all
tasks

–

all commitments

=

Strategic Reserve Time

Create Your Own Strategic Reserve Time Chart

UCI Extension

Continuing Education