

From Overworked to Overjoyed

Time Management Techniques for
the Workplace



From Piles To Smiles® Sue Becker, CPO-CD® ADD Specialist ©2011

“I Have a Lot on My Plate”



Time	Monday	Tuesday	Wednesday	Thursday	Friday
6:00-6:30	Sleep				
6:30-7:00	Get Ready				
7:00-7:30	Get Kid Ready				
7:30-8:00					
8:00-8:30	Commute				
8:30-9:00					
9:00-9:30					
9:30-10:00	Email, Phone Calls, Paperwork				
10:00-10:30	Meeting				
10:30-11:00					
11:00-11:30					
11:30-12:00 PM	Email, Phone Calls, Paperwork				
12:00-12:30	Lunch at Desk				
12:30-1:00	Key Project				
1:00-1:30					
1:30-2:00					
2:00-2:30	Email, Phone Calls, Paperwork				
2:30-3:00					
3:00-3:30	Meeting				
3:30-4:00					
4:00-4:30	Email, Phone Calls, Paperwork				
4:30-5:00					
5:00-5:30	Commute				
5:30-6:00	Eat on Way to Kids' Game				

● ● ● | Achieve Balance




- Plan and Schedule
- Develop Focusing Skills
- Liberate Yourself from Email

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SIMPLICITY LEADS TO HARMONY

● ● ● | Plan and Schedule




- Time template
- Peak energy time
- Daily planning

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SIMPLICITY LEADS TO HARMONY

● ● ● | Create Focus Time



- Stop multitasking
- Stop interrupting yourself
- Create quiet time

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SIMPLICITY LEADS TO HARMONY

● ● ● | Interruption Log

Date and Time	Who	How	Issue	Length	Importance/Resolution

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SIMPLICITY LEADS TO HARMONY

● ● ● | Liberate Yourself from Email



- Limit your access
- Process it thoroughly
- Manage incoming quantity

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● ● ● | Contact Information


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Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
5:30-6:00 AM							
6:00-6:30							
6:30-7:00							
7:00-7:30							
7:30-8:00							
8:00-8:30							
8:30-9:00							
9:00-9:30							
9:30-10:00							
10:00-10:30							
10:30-11:00							
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11:30-12:00 PM							
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9:00-9:30							
9:30-10:00							
10:00-10:30							
10:30-11:00							
11:00-11:30							
11:30-12:00 AM							