

IT'S ABOUT TIME!

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Objectives

- ✓ To learn techniques to reduce stress, fear, and anxiety.
- ✓ To learn ways to get life in balance so that you realize more satisfaction.
- ✓ To learn time management techniques that will help participants increase personal happiness.
- ✓ To help you find the time to do things that are important.

Time is one of the deepest mysteries known to men and women. No one can say exactly what it is, other than we can pass it, make it, take it, spend it, crave it, kill it, and enjoy it. Although most of the planet's resources and wealth are distributed unequally to earthlings, of time we each have 24 hours a day.

Ideas About Time (Answer yes or no)

- ___ I have enough time for important things.
- ___ Managing time promotes successful living.
- ___ I know what my goals in life are and I have written them down.
- ___ I often work on tasks that are helping me reach these goals.

- ___ I balance my time between work, family, and self.
- ___ All family members help with household activities.
- ___ I am using effective methods for doing jobs.
- ___ Waiting time is often wasted.
- ___ My family and I are convinced that time management skills are important to life satisfaction.
- ___ I need help!

A simple way to know what you want to accomplish is to make a list. It can be as simple as listing things that need to be done. Most management experts would recommend that the tasks be broken down into simple tasks. For instance, instead of saying that you want to clean your kitchen, list separate chores like clean out silverware drawer, clean cabinets, wash walls, clean refrigerator, clean oven, etc. These smaller tasks can be done in smaller bites of time. When we just look at it as cleaning the whole room, we tend to wait for a time when we can do it all. Until that time comes, we just procrastinate, thinking we will get to it tomorrow. If this is a problem, then the smaller tasks are more reasonable. You can

clean out a drawer when you have a half hour, rather than wait until you have an afternoon.

It is important to write down your life goals and review them often to see if they are still important. Next write down the way you spend time over a period of days or weeks. Does this activity record match your goals? Have you done anything during this time to help you reach any of your goals? If this isn't the case, then you really should look at what you are busy about.

Summary

Self-management ideas: (List others)

- ☞ Organize and execute around priorities.
- ☞ Focus on important but not urgent ideas.
- ☞ Learn to say no and don't feel guilty.
- ☞ Make and keep self-commitments.
- ☞ Identify roles and goals.
- ☞ Maintain balance among roles.
- ☞ Increase peace of mind.
- ☞ Deal with the clutter in your life.
- ☞ Delegate to others. Learn to live with the way they do the task.
- ☞ Believe in the possibility of doing things differently.

- ☞
- ☞
- ☞

List three specific things you will do to be better time managers. Report at the next meeting how you are doing.

1.

2.

3.

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