

Managing Time Management Mistakes

Work Smarter Not Harder

Bonus tip: Collaborate



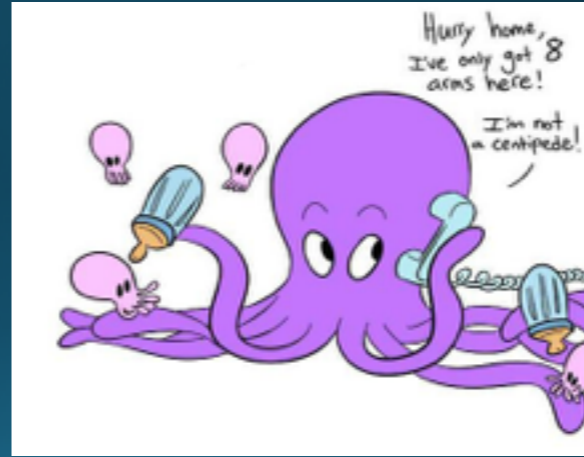
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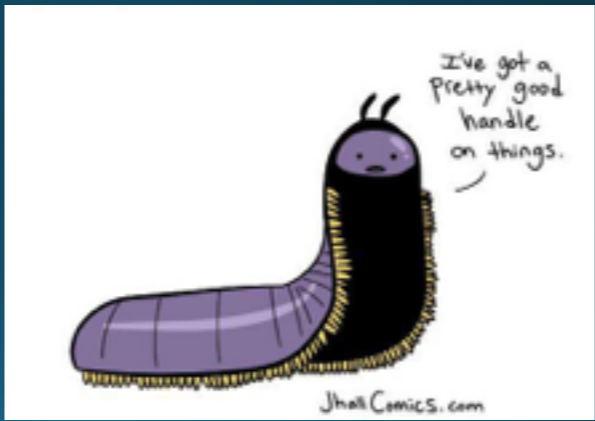


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I. Workspace

Everyone has different workspace needs; communicate these needs to your employer.





- File Folders
- Take 5 minutes at day-end
- All piles have to have notes!

2. Lists

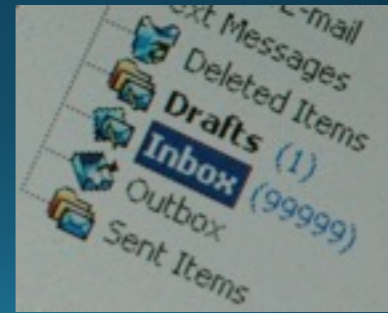
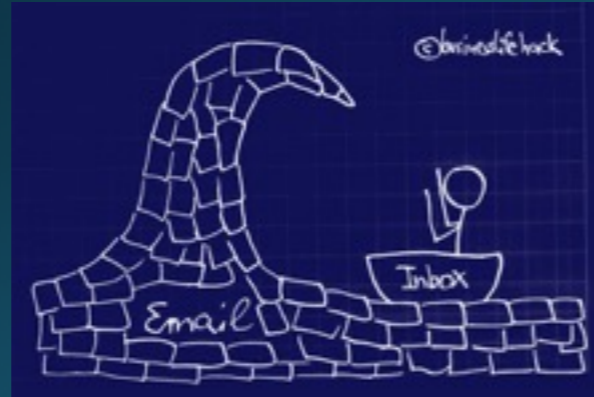
- Schedule your time – create lists
- Multitask?





3. E-mail

- Don't start your day by checking your email...



... and don't open an email unless you're prepared to answer / deal with that email immediately.

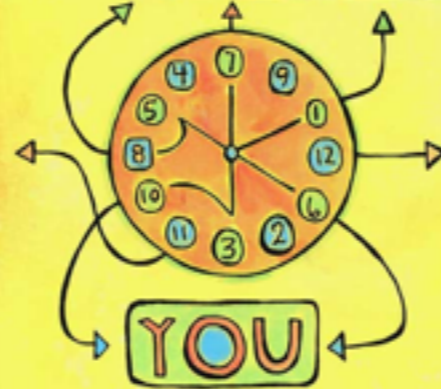


4. Communication/Self-care

- Look up from the computer
- Stretch your back and neck or go for a little walk

- Communicate your responsibilities
- Be blunt!

MAKE time
For YOURSELF



are IMPORTANT

5. Time Trackers



- Slim Timer
- Google Calendar
- Accountability

6. Prioritization



Bonus Tip: Don't Underestimate



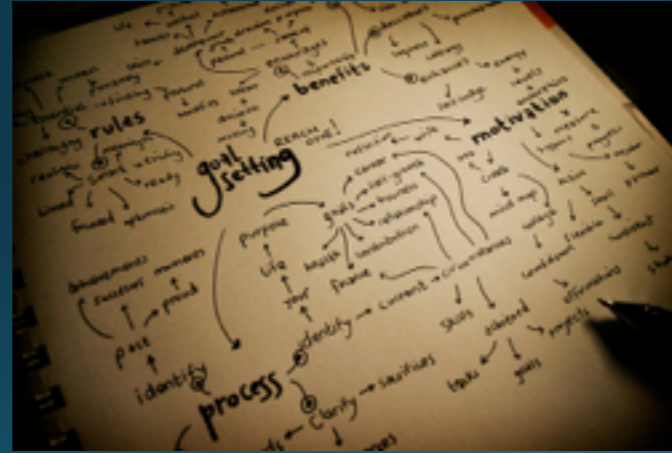
7. Procrastination



Bonus Tip: Reward Yourself

**reward yourself,
you're worth it!**

8. Blue-sky Thinking



- Unlimited
- Motivating
- Multi-faceted
- Diverse
- Inspiring
- Borderless
- Enriching
- Empowering
- Engaging

Bonus tip: Dream Big, Dream Smart

"GOALS ARE
DREAMS WITH
DEADLINES."

~ Diana Scharf Hunt



9. Journaling



Electronically

- Cell Phone
- Laptop
- I-pad



Manually

- Note Pad
- Note Book
- Daytimer



Creatively

- Personal Journal
- Calendar
- Other

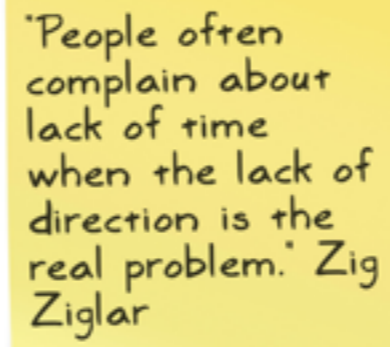
Bonus Tip: Track & Highlight Achievement



10. Be a Time Manager!



Bonus Tip: It's a team effort!



"People often complain about lack of time when the lack of direction is the real problem." Zig Ziglar

It's up to you!

The office blues



Blue-Sky



Work Smarter – Not Harder!