Managing Time Management Mistakes

Work Smarter Not Harder
Bonus tip: Collaborate

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Just hold on a second, I'm not an Octopus... I only have two hands.

Octopus: Hurry home, I've got 8 arms here! I'm not a Centipede!
You'll have to be patient! I've only got 20 legs!

I'm not a millipede!

I've got a pretty good handle on things.
1. 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
YOU are IMPORTANT
5. Time Trackers

- Slim Timer
- Google Calendar
- Accountability
6. Prioritization

<table>
<thead>
<tr>
<th>urgent and important</th>
<th>urgent but not important</th>
</tr>
</thead>
<tbody>
<tr>
<td>important but not urgent</td>
<td>neither important nor urgent</td>
</tr>
</tbody>
</table>
Bonus Tip: Don’t Underestimate

KEEP
IT
REAL
7. Procrastination

☐ NOW
☑ LATER
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!