



Achieving Balance

Challenges to Choice Action Plans

Time Priority and Organization Awareness

1. In the last three months what have you experienced?
(please check all that apply)

- Too much to do in too little time?
- Changing priorities and crisis management?
- Missed deadlines and commitments?
- Ineffective meetings and commitments?
- Forgotten details and lost paperwork?
- Projects not running as planned?

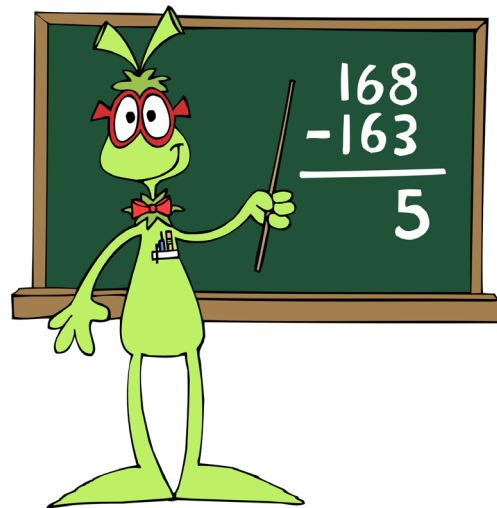
2. What are your top 3 current time management issues?

- a.
- b.
- c.

3. Identify two of your hardest choices as you combine work and home life:

- a.
- b.

4. What effective time management techniques do you know about, and yet are not currently using? (i.e. day planner, breaks, delegation)



5. Do you have any poor habits you repeat regarding time management? If yes, what are they? (i.e. looking for notes/phone #'s, filing, tracking systems)

6. Do you consider your weekly workload heavy? yes no

7. Do you set personal goals? yes no

8. Do you set professional goals? yes no

9. What strategies are you currently using to prioritize your time and implement organizational systems?



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Time Stealers

In order for a time management process to work it is important to know what aspects of our personal management style needs to be improved.

Below you will find some of the most frequent reasons for reducing effectiveness in the workplace and in the home. Identify the issues creating the biggest obstacles to your own time management.

- Interruptions — telephone
- Friends and family members
- Lack of supplies
- Procrastination
- Crisis management (fire fighting)
- Inadequate technical knowledge
- Lack of planning — goal setting
- Work-station management
- Inability to say "No"
- Social drains — emotional drains
- Negative self-talk
- Dealing with team members, staff, employees, etc.
- Interruptions — unscheduled visitors
- Unproductive research/project time
- Tasks you could have delegated
- Inability to make a decision
- Unclear communication & expectations
- Unclear objectives and priorities
- Personal disorganization
- Stress and fatigue
- Lack of communication
- Increased stress levels
- Lack of sleep



Where do You Want to Go? Goals

Just writing them down is not enough for success. To be an effective goal it must be realistic, measurable, scheduled and written down. Ask yourself ... What will make me happy? What would bring me a sense of fulfillment? Joy? Nourishment? Contentment?...

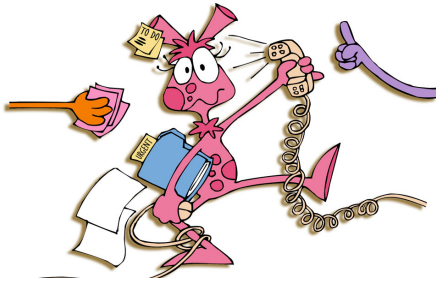
A. Short Term Achievement Date: _____

B. Mid-term Achievement Date: _____

C. Long Term Achievement Date: _____



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Goal Setting is:

- S**pecific Details
- M**easurable Steps
- A**ttainable Levels
- R**ealistic Results
- T**ime Bound

Time Value Awareness

Whether or not you've heard the old saying "time is money", the chart below will give you a new perspective on the value of your time. It shows you what your time is worth by the hour and by the minute based on 244 eight-hour working days per year (assuming a five day work week less vacation and holidays).

If your annual earnings are:	Every hour is worth (rounded to dollars)	Every minute is worth (rounded to cents)
\$10,000	\$5.00	\$0.09
\$15,000	\$8.00	\$0.13
\$20,000	\$10.00	\$0.17
\$25,000	\$13.00	\$0.21
\$30,000	\$15.00	\$0.26
\$35,000	\$18.00	\$0.30
\$40,000	\$20.00	\$0.34
\$50,000	\$26.00	\$0.43
\$60,000	\$31.00	\$0.51
\$75,000	\$39.00	\$0.64
\$100,000	\$51.00	\$0.85

Understanding the worth of your time and setting goals pay dividends by giving you:

- more achievement in the same number of hours
- the same achievement in fewer hours

Where do You Want to Go?

Professional Goals

Just writing them down is not enough for success. To be an effective goal it must be realistic, measurable, scheduled and written down. Ask yourself ... What will make me happy? What will give me a sense of pride? Accomplishment? Success? ...

A. Short Term Achievement Date: _____

B. Mid-term Achievement Date: _____

C. Long Term Achievement Date: _____
