

Time Management - The Never Ending Story About Time

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TIME MANAGEMENT



Time Rolls along



“How did it get
so late so soon?
Its night before
its afternoon.
December is
here before its
June. My
goodness how
the time has
flewn. How did it
get so late so
soon?”
~Dr. Seuss

What is Time Management

- ▶ Time Management is the process of organizing and planning how to divide your time between specific activities. Good time management enables you to work smarter - not harder - so that you get more done in less time, even when time is tight and pressure are high.

How Long is Minute

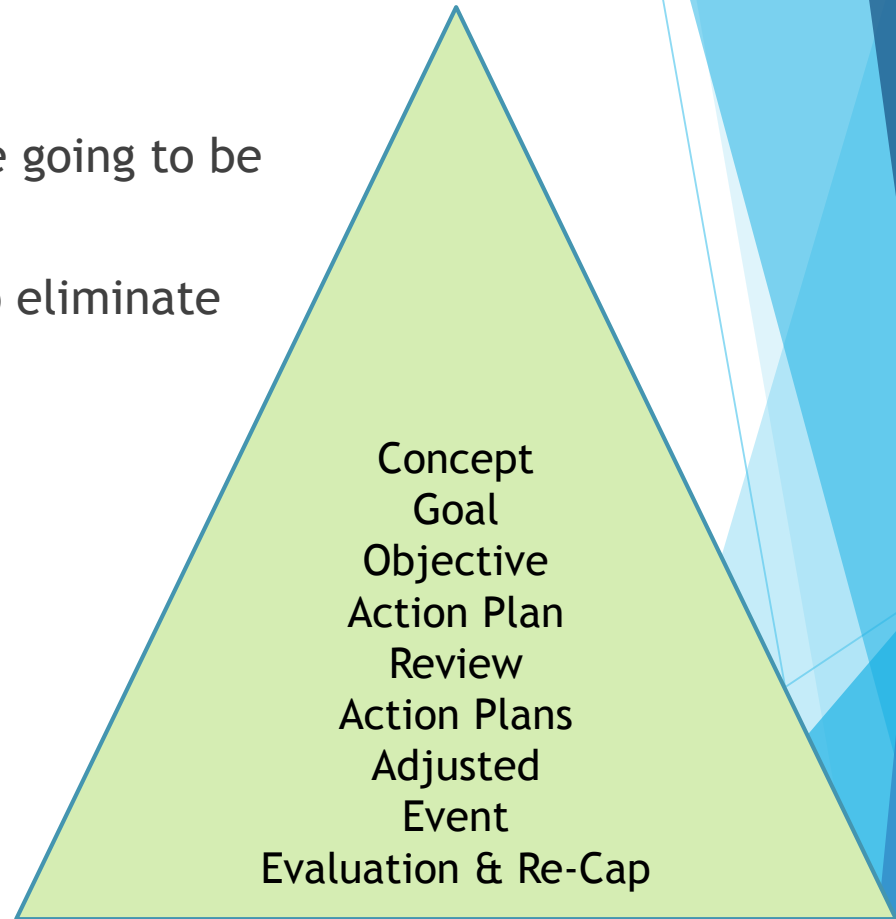
- ▶ Close your eyes for 30 seconds. Nobody can watch the clock. Open your eyes after what they believe has been 30 seconds.
- ▶ 1) How did you determine 30 seconds.
 - a) Did you count to 30.
 - b) Did you hear something.
 - c) Was it just an internal clock.
- ▶ How do you measure time, By seconds, hours or task.

Finding time in a 24 hour period.

- ▶ Setting Goals- MBO: Management By Objectives
- ▶ Prioritization
- ▶ Managing Interruptions
- ▶ Procrastinations
- ▶ Scheduling
- ▶ Key Points
- ▶ Finally is it DOABLE?

Goal Setting - MBO

- ▶ Concept
- ▶ Goal for the concept
- ▶ Objective - The actual subject
- ▶ Action Plan - How is the objective going to be achieved. “To Do List by Priority”
- ▶ Review - Take time to evaluate to eliminate the sneaky.
- ▶ Updated Action Plans.
- ▶ The Event
- ▶ Evaluation and Re-cap



ACTION PLAN

Room: _____

Time Period: _____

OBJECTIVES (List of Goals)	TASKS (what you need to do to achieve the goals)	SUCCESS CRITERIA (how you will identify your success)	TIME FRAME (by when you need to complete the tasks)	RESOURCES (what or who can help you complete tasks)

Prioritization

- ▶ List - can be helpful continuously evaluated.
- ▶ How you prioritize that list is how effective you come to manage your time.
- ▶ Sometimes whose demand of your time relates how high on the list that task belongs.
- ▶ Perhaps the easiest task can be delegated.

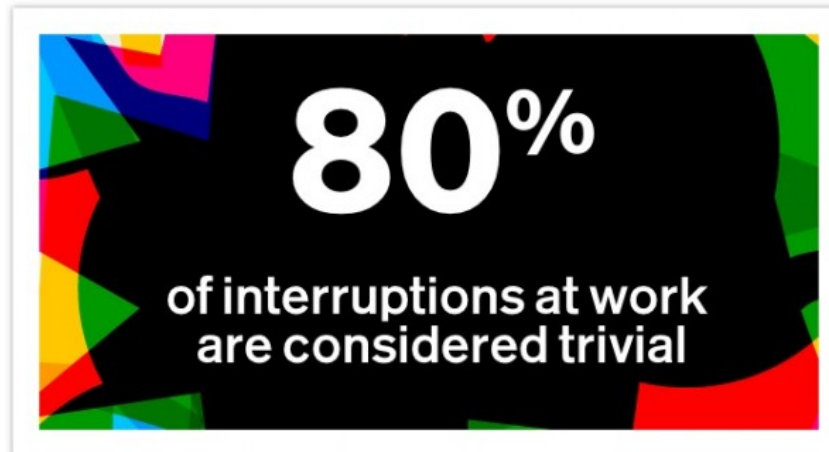


PRIORITY

Managing Interruptions

Typical Athletic Time Management Interruptions

- 1) Rainouts
- 2) Staff (Officials)
- 3) Phone Calls
- 4) Participants
- 5) Text Messages, E-mails
- 6) Unscheduled visits



Pomodoro Productivity

- ▶ The Pomodoro productivity [technique](#) is one of the simplest (yet most effective) [productivity systems](#).
- ▶ The basic rule is to work in 25-minute increments.
- ▶ Here's the step-by-step:
 1. First, choose one task and **one task ONLY**
 2. Now, set a timer for 25 minutes. I use [this app](#)
 3. Work on that task until the timer rings and then put a checkmark on a tracker
 4. Time to relax: take a 5-minute break
 5. Repeat 1-4 three more times, followed by a 15-minute break

Being Common

- ▶ Common Programs, Common Vision, Common Ideas - Lead to Common Results.
- ▶ If you are that leader, Expect Common Folks!
- ▶ Folks who follow the one in front is called a procession. We all know where a procession leads us.
- ▶ Challenge your staff, challenge yourself and challenge your goals.

Questions?
Comments?

Thank you!!

