

# Spring Cleaning: Creating a Productive Schedule

*Don't just manage your time,  
Simplify it!*

PRESENTED BY: KALYN GRIFFIN, LEARNING SPECIALIST

The objective for today is to  
help you jumpstart the  
process of how to create a  
schedule that is productive  
for you

*A few tips to help  
get started*



Time management is the  
process of directing how  
much time is spent on  
*certain activities.*



# Think about it!

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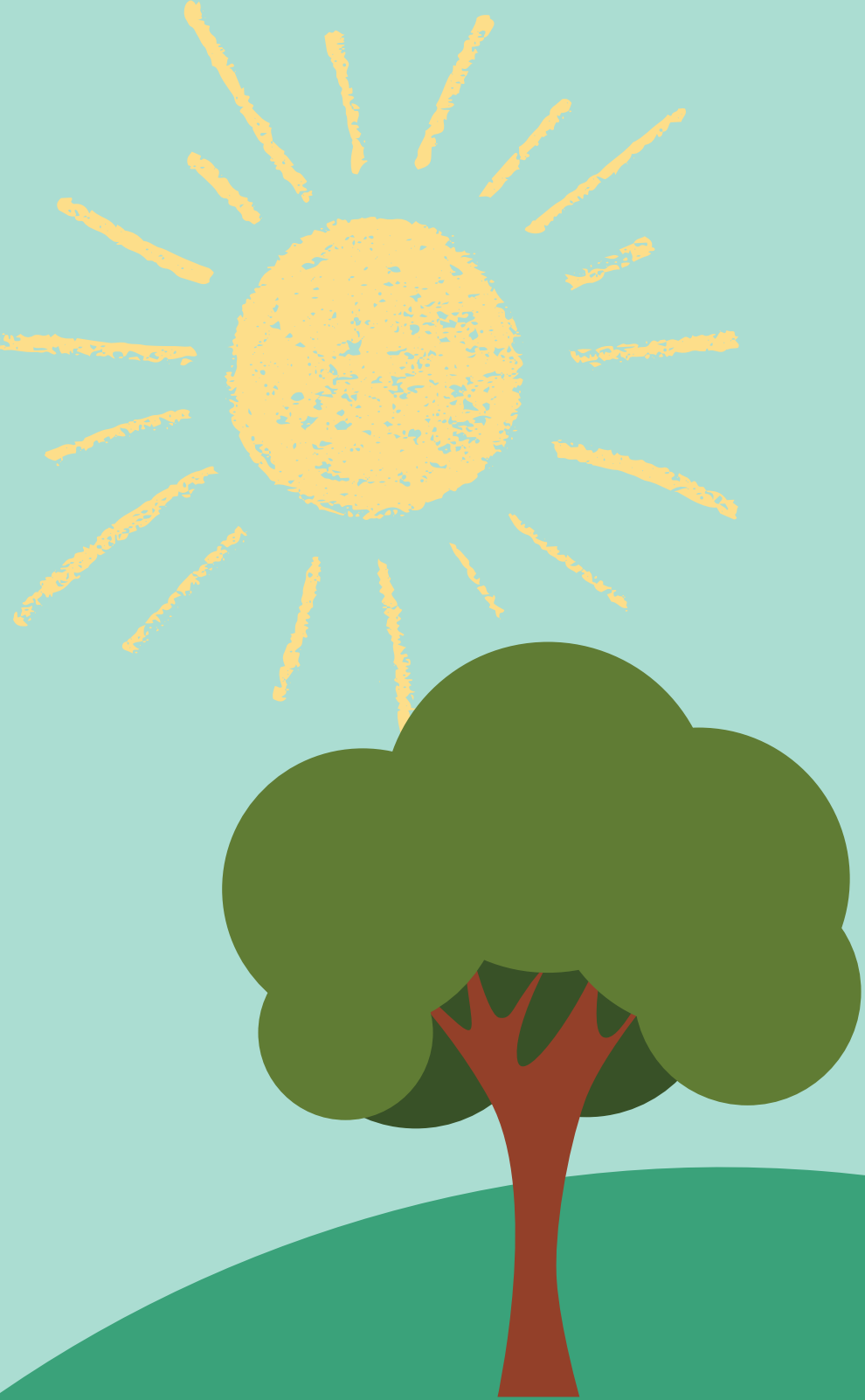


## Good time management...

Having good time-management means being able to make the most out of your day by getting the things done in the order that seems more **realistic** to each individual. **Productivity** is one of the driving forces behind good time management.

## Poor time management creates stress and headaches...

Prolonging something that you have scheduled for today can set you back and throw off your whole schedule. Poor time management can also cause a great amount stress because you are always worrying about completing certain task first that has **least** priority and completing **high** priority task last.



What does your  
schedule look like  
today? or Next week?



Create a timeline  
for each task

*and stick to it.*

Time to start creating!

# What's your planner preference?

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## Planner Characteristic Checklist

- ☐ Month-at-a-glance view
- ☐ Week-at-a-glance view
- ☐ The ability to see each day separate from all others
- ☐ Spiral bound so I don't lose any pages and can have the entire year in one product
- ☐ Binder format so I can add and remove pages as needed
- ☐ Zippered binder so I don't lose any pages
- ☐ Electronic with no need to print
- ☐ Electronic with the ability to print a To Do List
- ☐ Electronic with the ability to print an appointment schedule
- ☐ Paper so I can write in it when needed
- ☐ To Do List available for every day
- ☐ To Do List for the whole month
- ☐ To Do List for each week
- ☐ Room to plan for multiple roles (i.e. Employee, parent, spouse, business owner)
- ☐ Calendar and To Do List integrated into one planner
- ☐ Calendar and To Do List separate from each other
- ☐ Small size for easy portability
- ☐ Large size for ease of writing and room for more items
- ☐ Medium size as a compromise between small and large
- ☐ Time slots for meetings and appointments all day
- ☐ Specific time slots included in the Calendar section
- ☐ Pockets for other items such as cell phone or wallet
- ☐ Wall calendar format
- ☐ Portable format
- ☐ Attached strap so it can be carried like a purse or briefcase
- ☐ Price is no object
- ☐ Budget = \$\_\_\_\_\_



# Planning and Prepping

## Waking up: Morning time prep

- Review your goals
- Review your calendars
- List the tasks you want to focus on today – on your daily schedule
- Prioritize these tasks

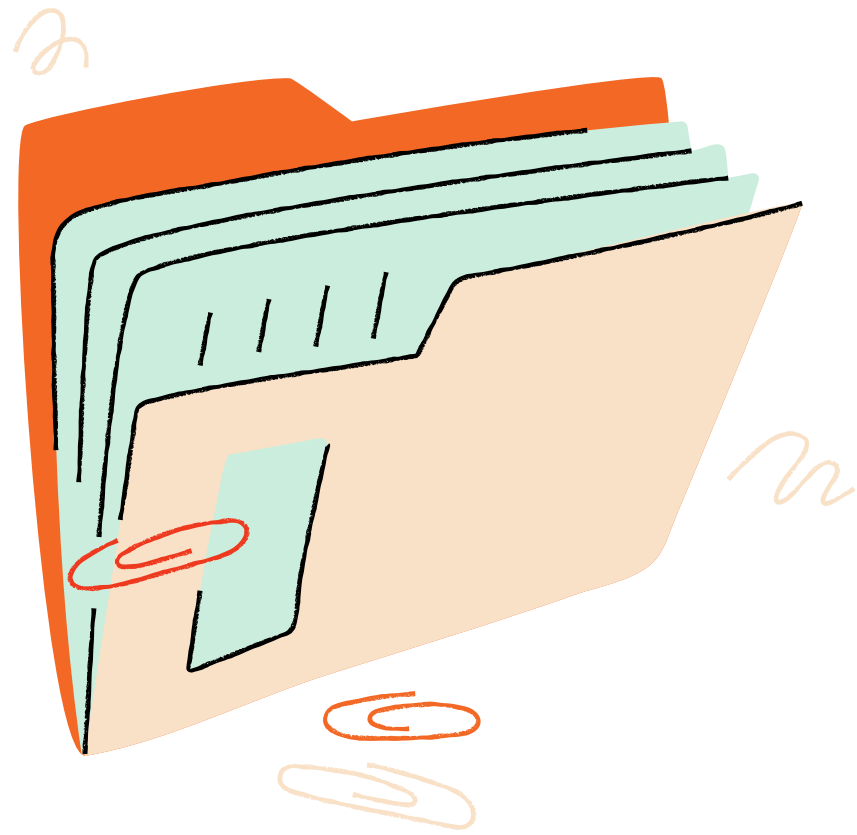


## Laying down: Night time prep

- Review your goals and calendar
- Review daily task list and schedule
- Evaluate your day
- Plan what you will accomplish tomorrow, and in the future
- Record your plan on calendars and task lists

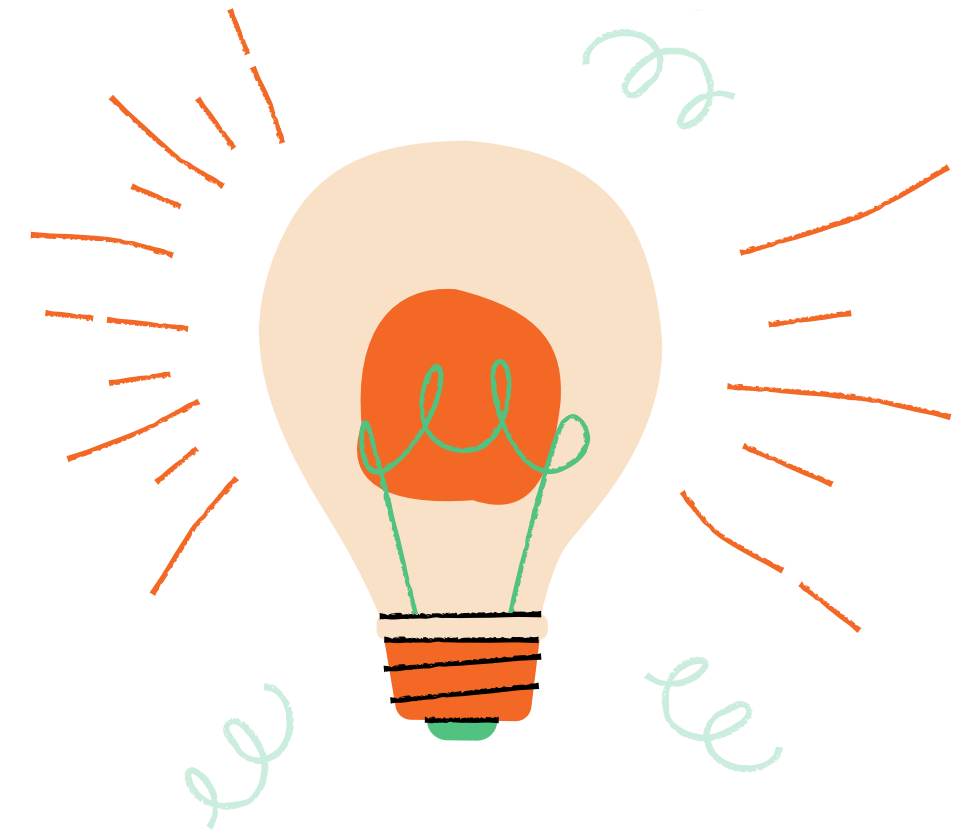






## Set smart goals

Goals that are Specific,  
Measurable, Attainable,  
Relevant, and Time-Oriented



## Prioritize wisely

It could be based on deadline,  
or its calculated by impact.

# S.M.A.R.T Goal Example

Lets understand it  
better

## What does SMART stand for?

S

Specific



**What is the goal?**

*I want to cut the 6 hours I spend processing data in Excel every day to 3 hours by implementing an improved work routine.*

M

Measurable



**How will I measure my progress?**

*I'll track the time I spend processing Excel data every day, and watch as the time decreases.*

A

Attainable



**Do I have the skills and the resources for it?**

*I have access to Excel eBooks that will help me learn how to be more efficient when using Excel formulas.*

R

Relevant



**Why is this goal important?**

*I spend 6 hours processing data in Excel, and that's too much of my time. Cutting that time in half would ensure I have more time for other work activities.*

T

Time-bound

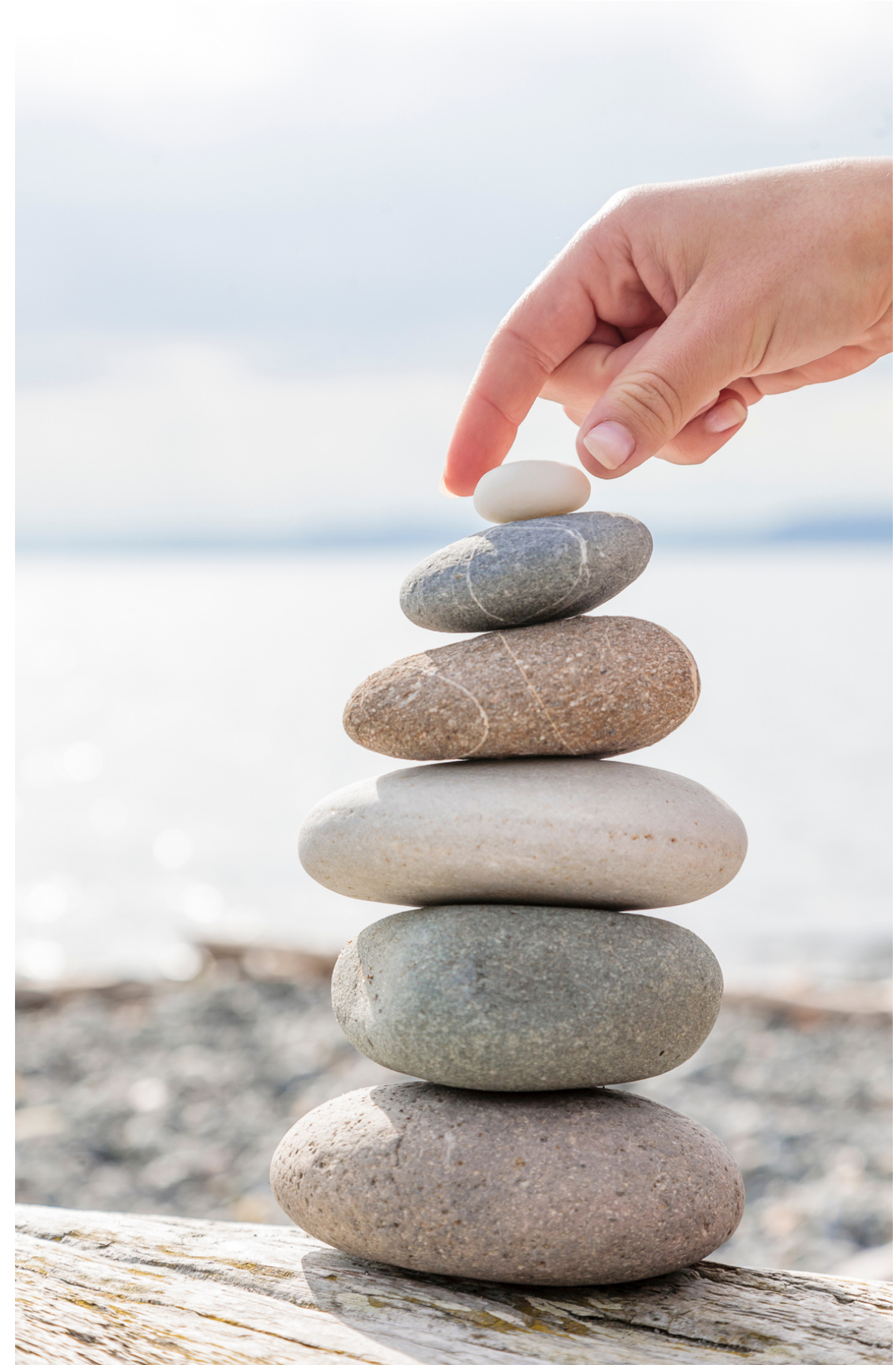


**When will I achieve the goal I've set?**

*I want to cut the time I spend on Excel calculations in half by the 15th of next month.*

# Creating and Setting Priorities!

*Stones and pebbles  
building*



Work on the most important  
*things first*



Be fully engaged with the task  
*in front you.*

It's best to simplify your thoughts. Start with an outline of what you have to get done for the day!





Learn to say "no" to people and task/activities that do not align with what you planned on completing for the day.







“Productivity is never an accident. It is always the result of a commitment to excellence, intelligent planning and focused effort.”

- *Paul J. Meyer*