

The Little Lies We Tell Ourselves About Time Management

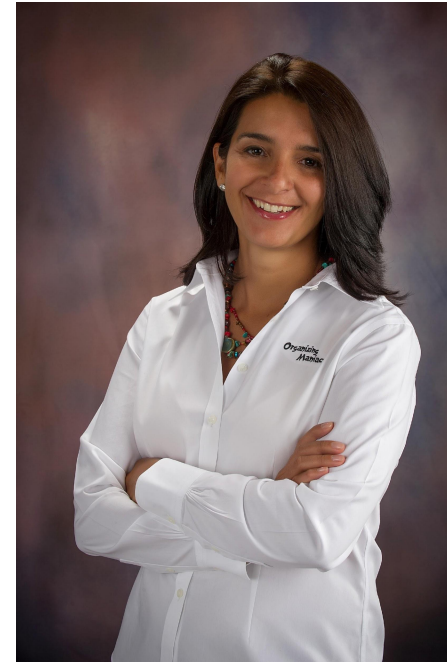
Cris Sgrott, CPO[®], CPO-CD[®]



Copy of Presentation: <http://bit.ly/CHADD2018>

Cris Sgrott, CPO[®], CPO-CD[®]

1. Certified Professional Organizer specializing in Chronic Disorganization
2. I have worked with clients for the last 12 years
3. Organizing Maniacs specializes in working with clients with Brain Based Challenges
4. We have helped hundreds of clients with time management



Agenda

1. Why have better Time Management?
2. What's your why?
3. 8 Lies of Time Management & Strategies
4. Q&A



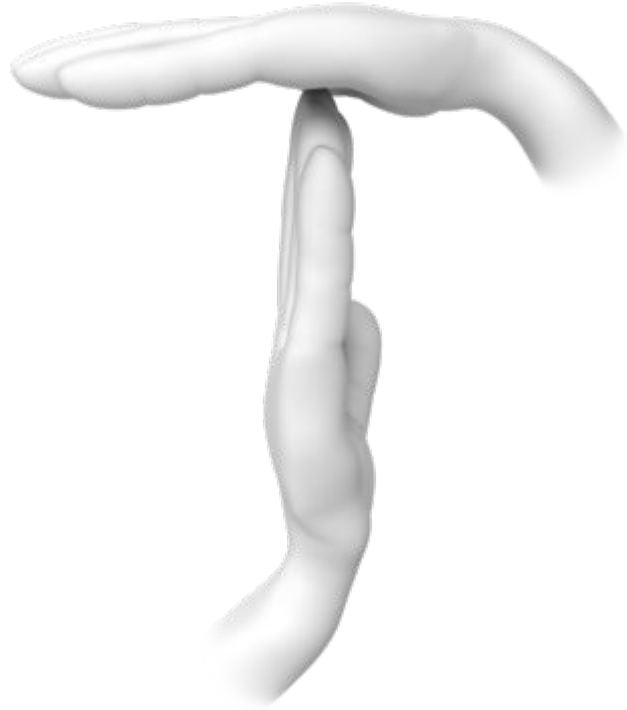
Mini Poll

Who is self employed?

Who is an employee?

Who is lucky not to be either?

Stay at home or retired



Why do we want to have better Time Management?

Why?

- Get more done
- Spend more time with our families
- Who are we trying to be?
- Connect to your Why

Time Management

“Until we can manage time, we can manage nothing else.”

- Peter F. Drucker

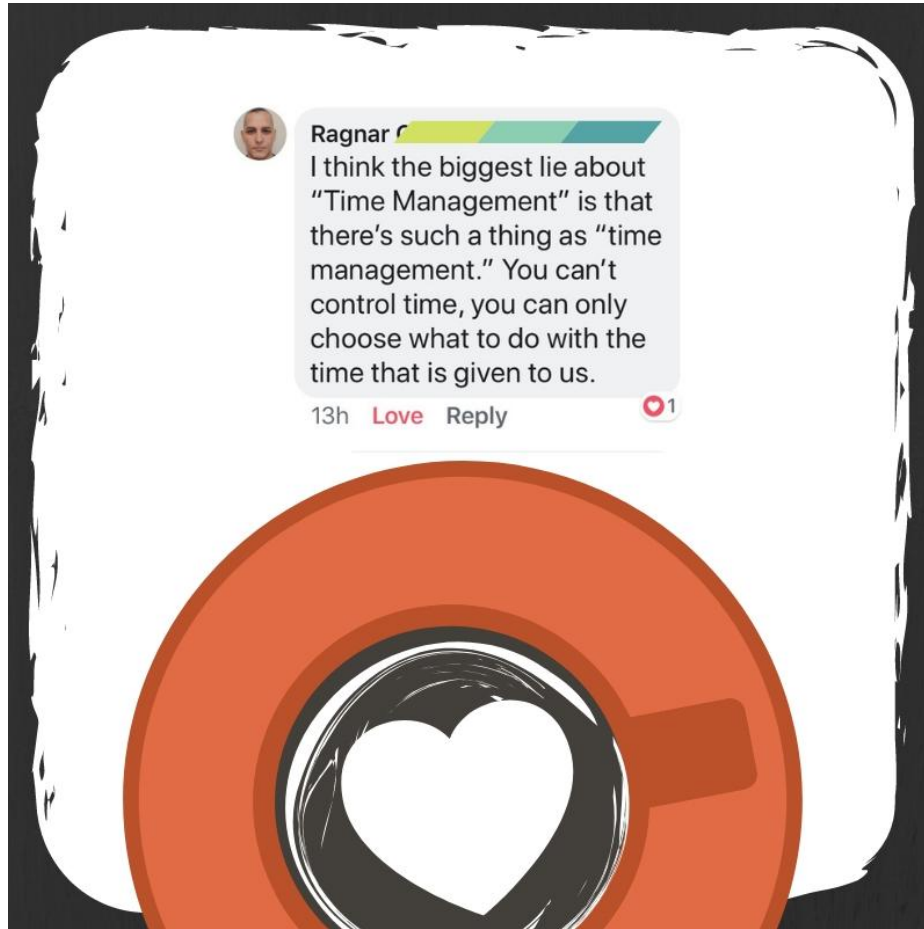


It is not really about time

- Impulsivity
- Forgetfulness
- Capturing
- Anxiety
- Shame

Lie #1

We have control!



Definition

time management

noun

1. Time management is defined as effectively using the minutes, hours and days available to you in order to best accomplish your goals in the most effective way.

An example of time management is when you carefully outline your schedule in order to get everything done.

Definition

task management

noun

1. **Task management** is the process of managing a task through its life cycle. It involves planning, testing, tracking, and reporting.

An example of task management is a to-do list.

Strategy

You need a tool to manage your time!

- Planner
- Notebook
- Accountability
- Sticky notes



Lie #2

I will do it tomorrow!

(Procrastination is robbing your productivity)



Definition

procrastination

noun

1. Procrastination is the process of putting off doing something until the last minute.

An example of procrastination is not working on a project at all until the day before it is due.

Strategy

What project are you working on?

- Identify task clearly
- Make it specific
- Eliminate a step
- Keep it simple

Strategies

- Individual needs to be involved
- Break down tasks 5 times more than normal
- Keep it simple

tomorrow

(noun)

a mystical land where 99% of all
human productivity, motivation and
achievement is stored

Lie #3

Competing Goals!



Alan

Don't forget His and Her priorities. What is important to one can be very low priority for the other and this will cause stress

6d Love Reply



Definition

goal

noun

1. The definition of a goal is something you aspire to do or wish to do or a goal can refer to scoring a point in certain sporting events.

An example of a goal is making a decision that you want to start using a planner daily.

Strategy

Communication is key

- Weekly meeting
- Shared calendar
- Eliminate what is not essential
- Stop brainstorming



Lie #4

Over Scheduling!



Definition

over scheduling

noun

1. The definition of over scheduling is adding too much to your calendar. More than you can or wish to do. Over scheduling can refer to having no free time.

An example of over scheduling is having a daily planner with no space to add anything else to it.

Strategy

Leave space to transition

- Time to settle into the task
- Plan 30-60 minutes between meetings/events
- An hour task will take longer
- Longer chunks of time



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Lie #5

Under Scheduling!

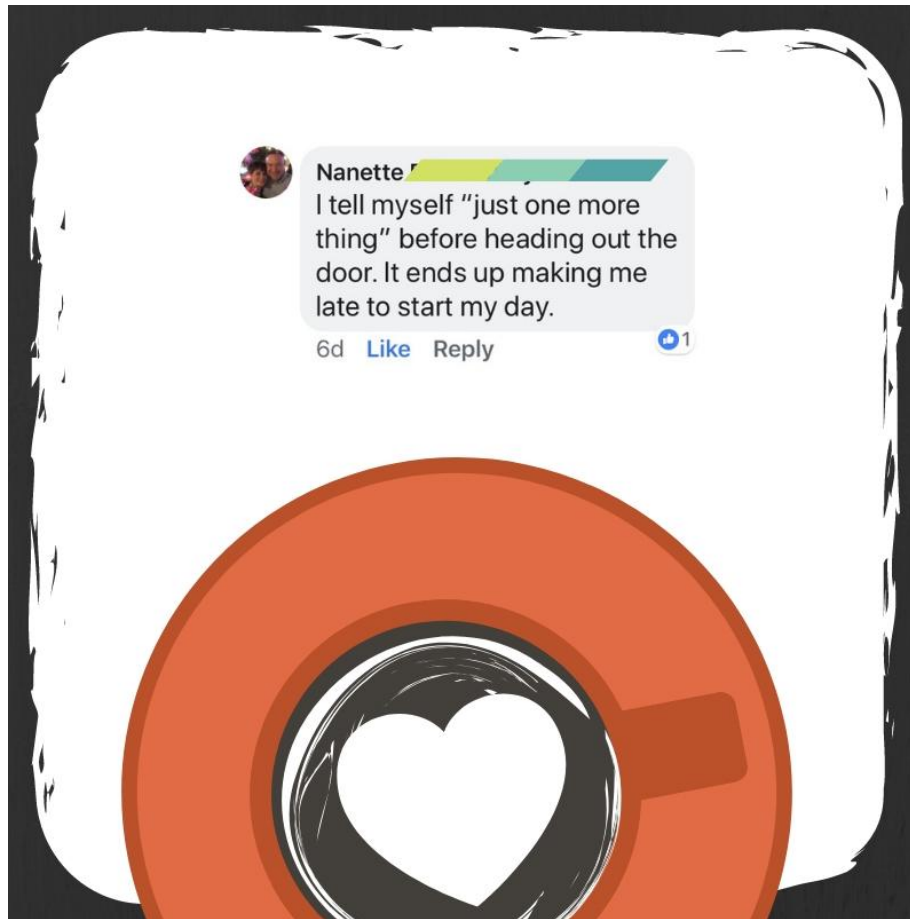
Definition

under scheduling

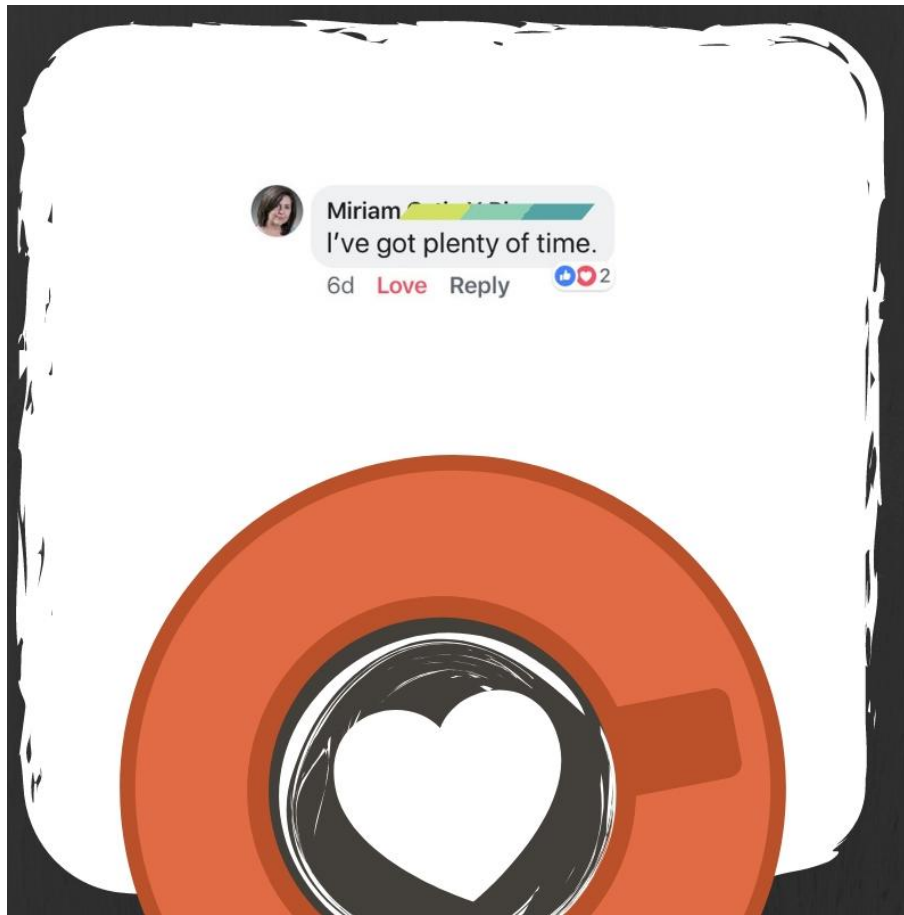
noun

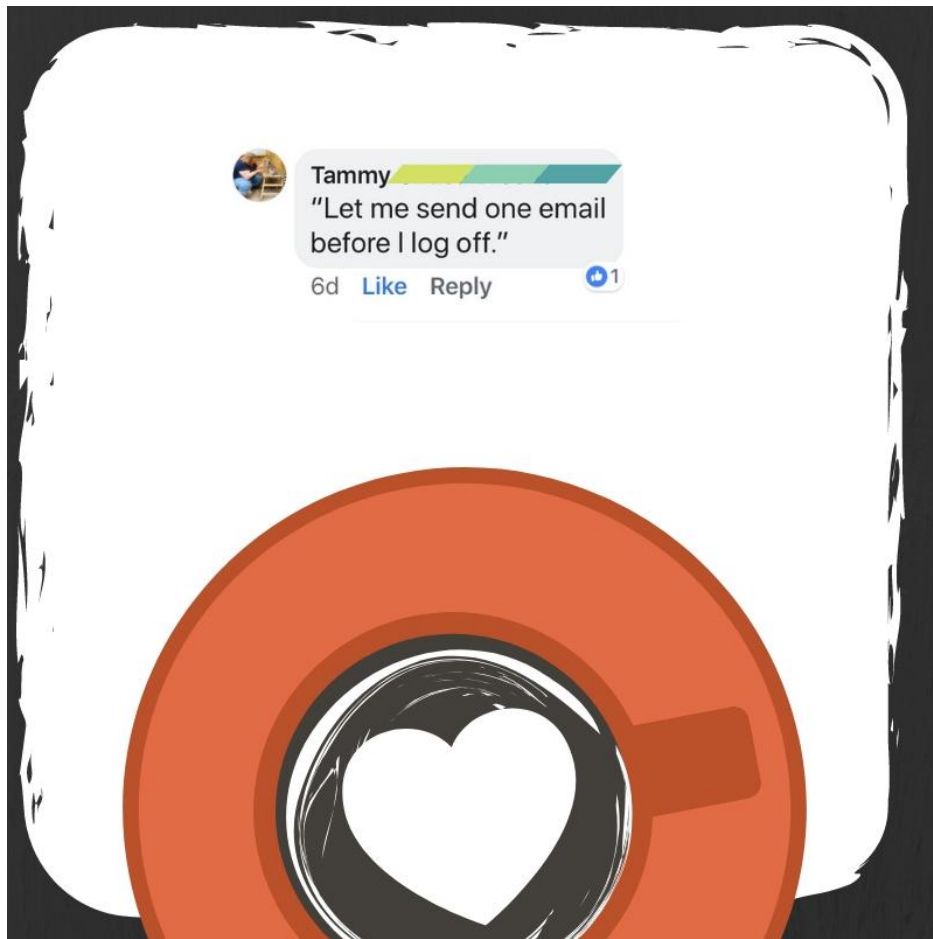
1. The definition of under scheduling is having nothing added to your calendar. All of your plans are held in your head and it looks like all you have is free time.

An example of under scheduling is looking at your schedule and saying yes to attend a wedding, 2 birthday parties and all on the same day.









Strategy

How are you using the spaces in your calendar?

- No planning at all
- Fire fighting
- Not thinking about tasks ahead of time
- Prep time a task will take
- Bank of tasks to work on

ME: Sorry I can't go out tonight. I'm busy.

ALSO ME: *takes quiz to see what kind of pizza I am.



Lie #6

Bargaining!

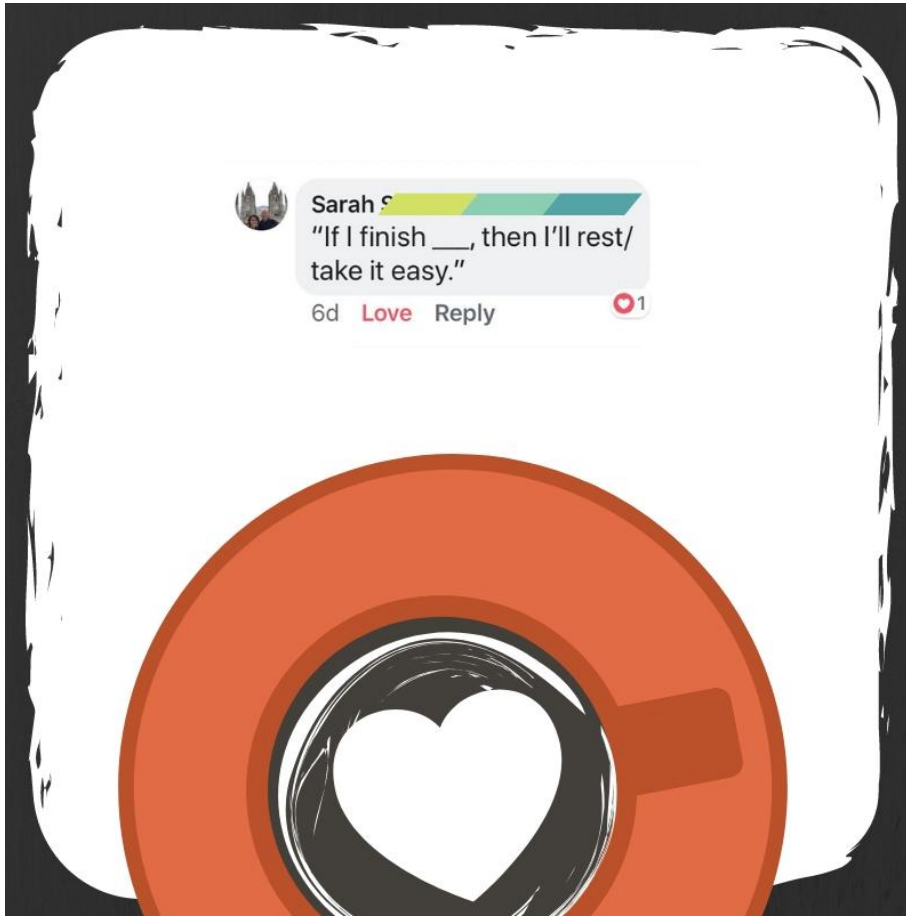
Definition

reward

noun

1. The definition of a reward is something given to a person for the accomplishment of something

An example of reward is getting a manicure and pedicure after finishing the powerpoint presentation for this session.



Strategy

What motivates you?

- Give yourself small rewards
- Stickers make everyone happy!
- Indulge!
- Attach meaning and value to it



Lie #7

Overwhelmed, I can't do it!

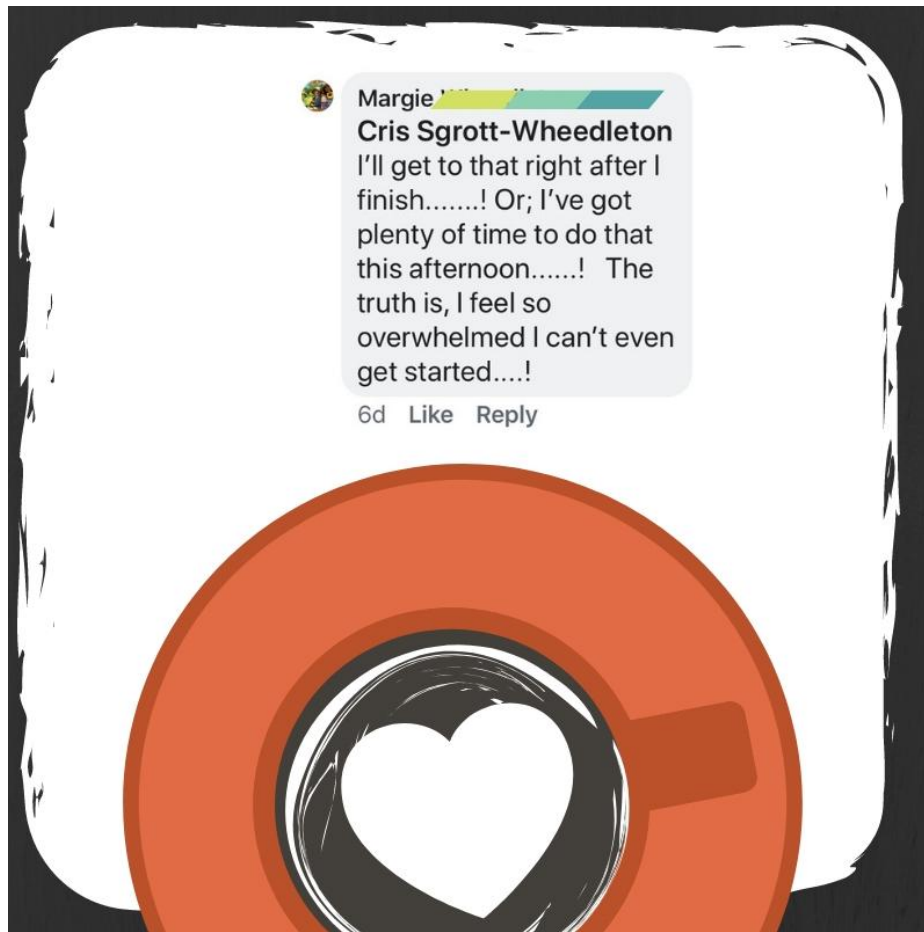
Definition

overwhelm

verb (used with object)

1. to overcome completely in mind or feeling

An example of feeling overwhelmed is having too many commitments and a very long list of things to get accomplished



Margie Cris Sgrott-Wheedleton

I'll get to that right after I finish.....! Or; I've got plenty of time to do that this afternoon.....! The truth is, I feel so overwhelmed I can't even get started....!

6d Like Reply



WeKnowMemes

Strategy

What is overwhelming you?

- Write a list of what's overwhelming
- Are you rebelling?
- Are you saying yes to too many things?

Lie #8

I need a To-Do List!

Definition

to-do list

action

1. A compiled list of all the items normally living in our heads of things that need to get accomplished

An example of to-do list is a compiled list of items one needs from the grocery store





Strategy

Writing things down is good!

- Brain dump regularly
- Use to plan (1-5 items a day)
- Use to schedule (When & How)
- Keep it real
- Parking lot list

James Clear

Action Vs. Motion

- Motion - Research
- Action - Making it happen

To-Do List

- Never do anything that has more than 3 steps as an action item



Lies

1. We have control
2. I will do it tomorrow
3. Competing goals
4. Over Scheduling
5. Under Scheduling
6. Bargaining
7. Too Overwhelm
8. To do lists Failed

Takeaway

Which lie do you identify as a problem for you?



When asked... how do you feel about failure? I never failed, I just found 10k ways the light bulb didn't work.

- Thomas Edison

Questions?



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