



## Success Series Webinars

# 10 TIPS TO Take Control of your TIME



A Production of the CPTP Team

Hosted by Christee Atwood



Thank you for your comments and participation in the  
**10 Tips to Take Control of Your Time** Webinar.

We've reviewed your great comments from the last webinar and, based on your suggestions:

- We'll be creating more opportunities for you to interact and comment during our future webinars.
- We'll work on our technology so that when we have all of our team interacting, you'll be able to hear them clearly.
- We'll test different lengths of webinars to see what works best for most of our viewers.
- You will receive letters confirming your attendance if you remain for the entire webinar.
- And yes, the team tossed around the option of medicating the host to help her stay focused and use only one of her personalities during these programs, but alas, our State Policy won't allow that. We ask your understanding and patience on this matter...



### TIPS FROM OUR VIEWERS

1. Schedule time to revisit your task list every morning to update your priorities. For an extra boost, list that as "planning time" on your checklist. Then you get to check that off first thing each day!
2. If you don't have time to visit now, tell visitors. Then schedule an appointment with the person for a more convenient time.
3. Create deadlines that are ahead of the real time the project is needed to prevent the last-minute rush.
4. Keep something with you that you can work on during waiting times at appointments, before meetings, etc., so that's not wasted time.
5. Use Outlook to coordinate your calendar on your computer and phone and include all your tasks and events so that you don't let anything slip between the cracks.
6. Got a visitor who won't leave? Get up and walk with the person to another location while talking.
7. Limit your visitors' inclination to linger by placing items in your visitor chair so they can't sit down.



### The **10 Tips** to Take Control of your Time

- 1. Evaluate and revise as needed.**
- 2. Learn to say no.**
- 3. Identify your time-vampires.**
- 4. Create templates.**
- 5. Sharpen your saw.**
- 6. Reconsider multi-tasking.**
- 7. Control your technology.**
- 8. Distinguish urgent from important.**
- 9. Schedule planning sessions.**
- 10. Use only one time management system.**

## TIP. PAGE



- **Write it down**
- **Use calendars as communication systems**
- **Use one planning system for ALL appointments**
- **If your system is tech-based, back it up regularly**
- **Make your system work for you.**

## TIP. PAGE



- **Hold quarterly, monthly, or weekly sessions**
- **Hold daily sessions**
- **Schedule meetings with yourself**
- **Compare your schedule to your mission**



## TIP. PAGE



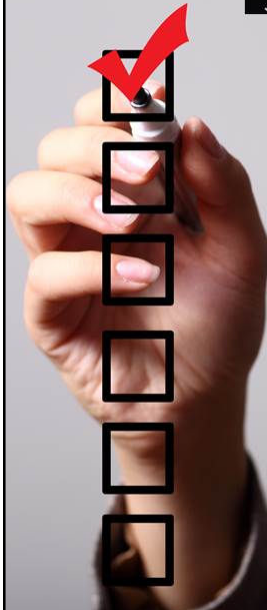
- **Evaluate new projects based on your mission and current activities**
- **Prioritize based on deadline, audience, and risk**
- **Ask for prioritization assistance**

## TIP. PAGE



- **Schedule email time**
- **Turn off alarms**
- **Set phone appointments**
- **Manage voicemail**
- **Take technology “fasts”**
- **Create reminders for online time**

## TIP. PAGE



- **Schedule “focus” time**
- **Create a “Do Not Disturb” indicator**
- **Limit access to other project materials**
- **Move to a different location**

## TIP. PAGE



- **Set a Break Alarm**
- **Team up with a Break Partner**
- **Move around**
- **Learn something new**
- **Have a conversation**

## TIP PAGE



- **Document processes**
- **Create Quick Parts & drafts**
- **Adapt existing templates &**
- **Create index pages for your projects**
- **Create checklists**
- **Learn from your task lists**

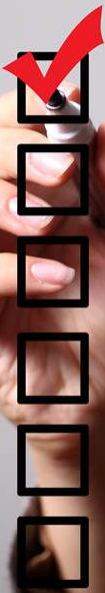
## TIP PAGE



- **Keep a time log**
- **Evaluate your time each week**
- **Determine adjustments**
- **Communicate your efforts**



## TIP PAGE



- **Refer to your time log**
- **Hold prioritizing meetings with those involved**
- **Compare new tasks to your mission**

## TIP PAGE



- **Practice continuous communication**
- **Compare your achievements to goals**
- **Be flexible**

**10** STEPS to a  
**POWER-PACKED**  
**YOU!**



**SUCCESS SERIES**  
**WEBINARS**

**Third Thursdays @ 1:00 pm**  
A new breed of webinar  
that lets you learn and laugh at the same time!

