

# TIME MANAGEMENT

## Frontline Leader Snapshot

**Time management is a strategic process for purposefully organizing your limited resources and time to address goal-centered activities.**

Like most professionals, you've probably struggled to accomplish everything on your daily to-do list. At the same time, you may find it difficult to focus on the things that are really important in your life, such as your dreams and goals for future successes. By implementing effective time management techniques, you'll be better able to succeed both in your everyday routine and in your pursuit of long-term goals.

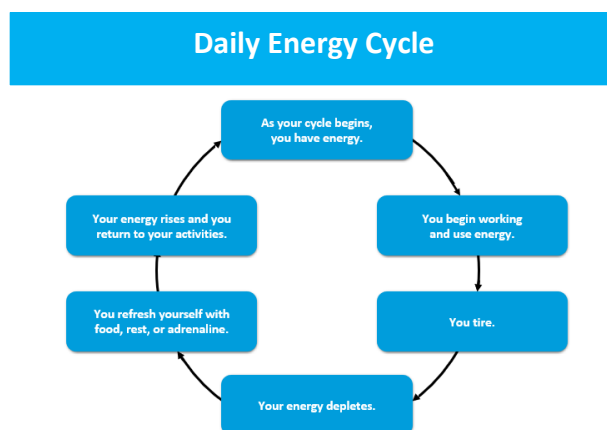
### ***Time Management Process:***

The time management process doesn't require you to work longer hours or to keep endless to-do lists. But it will help you structure your life with purpose, so you can more effectively devote your energy to targeting your goals.

- Define the dreams you hope to achieve and the regrets you have about accomplishments you haven't made
- State the goals you want to achieve for yourself
- Analyze your current allocation of energy
- Identify how you're currently using your time
- Analyze your current task and daily workload
- Identify how you like to work
- Identify your personal strengths
- Reduce the influences that steal time from you
- Assemble your time-management tools, choosing tools that work for you
- Create an action plan for time management

### **Analyze Your Energy Allocation**

- Create a time log
- Analyze your current tasks
- Analyze your time usage
- Analyze your energy flow



Please refer to your Frontline Leader Workshop Manual titled ***“Effective Time Management”*** for more information and tips to help with your leadership skills during this challenging time.