

MGT 4375.002 Fall 2021: Byron Lynn Morgan

Final Skills Development Project #6: 11/29/21

Step-by-Step Plan: Time Management

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Skills Development Project #4

Step-by-Step Plan Draft: Time Management

Skill Development Topic:

The skill I will focus on in my Individual Skill Development Project is Time Management.

Everyone wants to start a new hobby or pursue healthier habits, but if you don't know how to make time and actually implement them, then it's a waste. In my project, I will introduce time management skills that helped me as a student. I will highlight the planning I did to implement effective time management, show you how I executed the skills I learned, state how I plan to sustain this in the future, and explain how I will measure my progress. At the end of the project, you will have a good idea on how I tried (and will continue to try) to conquer my schedule and get the most out of the time that I have.

Skills Development Project - Outline

Developmental/Planning Stage (Step 1)

1.) Research

- a. Tricks to improve your time management
- b. How long it takes to form a healthy habit
- c. Main contributors of procrastination
 - i. Causes of procrastination
 - ii. How to avoid procrastination
- d. How to avoid burnout

2.) Lifestyle Changes

- a. Buying and using a planner
 - i. Buy a new planner yearly
- b. Setting timers for activities
 - i. Making sure timers are activated
 - ii. Obey timers with self-discipline
- c. Restricting screen time
 - i. Limit scrolling on devices
 - ii. Turn off notifications for nonessential apps

3.) Self-Examination

- a. Evaluating tasks
 - i. Importance
 - ii. Expiration
 - iii. Level of Difficulty
- b. Time awareness
 - i. What activities take the longest?
 - ii. How much time do you have?
 - iii. How much time is available?
- c. Self-Exploration
 - i. Self- Education (learning about yourself and being aware of things in your environment that bring self-improvement).
 - ii. Continuous learning (Learning about and educating yourself is a never-ending activity)

Execution Stage (Step 2)

1.) Goal Setting

- a. Short term (specific)
 - i. Weekly
 - ii. Monthly
- b. Long term (broad)
 - i. Semi-annually
 - ii. Annually

2.) Prioritization

- a. Urgency
 - i. When is it due?
 - ii. Are other people relying on me to get this done?
- b. Time consumption
 - i. How long will it take to do?
- c. Level of Importance
- d. Time Availability
 - i. Do you have time available in your schedule to get it done on time?

3.) Managing Interruptions

- a. Setting times to check your email to avoid scrolling
 - i. Check every 2-4 hours depending on how busy your schedule is that day
- b. Obtain accessibility to a quiet space where you can focus
 - i. Also find a backup space in case your first option become unavailable.

4.) Procrastination

- a. Turn off notifications for nonessential apps
 - i. Offload apps that are not being used
- b. Setting aside enough time to get activities done
- c. Leave contingency time available to deal with "the unexpected"
- d. Start Small (Start on just a little bit, then work your way up)
- e. Knowing what is expected of you

5.) Scheduling

- a. Logging all work in planner
 - i. Knowing when you have free time, prep time, study time, etc.
 - ii. Set aside enough time to get tasks done
 - iii. Check schedule before making plans
 - iv. Assign daily and weekly tasks
 - 1. Clearly state tasks requirements
- b. Creating due dates and deadlines
- c. Develop a slot for contingency times
 - i. Plan for the worst
 - ii. Expect the best

Maintaining Stage (Step 3)

1) Avoiding Burnout

- a. Take breaks
 - i. Set time and duration of breaks to stay on schedule
 - ii. Unplug
 - 1. Avoid internet and TV (spend time in nature)

- iii. Stay active or workout
- iv. Take a nap
- b. Stay organized
 - i. Maintain a clean workspace (don't let things build up)
- c. Pre-emptive Action
 - i. Look to the future to stay ahead
 - ii. Act before things pile up
 - iii. Know your breaking point
- d. Rewards
 - i. Daily (Short Term)
 - 1. Do something you want to do after completing all the things you need to do.
 - 2. Get your favorite meal after a long day
 - 3. Pore yourself a drink to celebrate a hard day
 - ii. Long Term (Weekly and/or Monthly)
 - 1. Self-fulfillment/ accomplishment for hard work
 - a. Less stress
 - 2. Celebrate with a group of friends or family
 - 3. Buy yourself something special

Results/Progress Stage (Step 4)

1.) Measurements

- a. Count the days
 - i. After 21 days a habit begins to form

- ii. After 66 Days a new behavior has developed
 - iii. After 254 days the new behavior becomes automatic.
- b. Take mind tools time management quiz regularly to check for progress
 - i. Procrastination
 - ii. Scheduling
 - iii. Goal Setting
 - iv. Prioritization
 - v. Managing Interruptions
 - vi. A score between 46 and 75 means effective time management
- c. Keep past planners to reflect how far you have come

2.) Goal Comparing and Updating

- a. Compare month to month goals to look for trends
- b. Compare beginning of year goals to end of year goals to see if goals still resonate
- c. See if goals align with intentions and actions (if not, then update goals)

3.) Schedule, Time, and Goal Awareness Evaluation

- a. Noticing red flags when they appear
 - i. Missing deadlines and due dates indicate bad progress
 - ii. Late to appointments or forgetting meetings can be a sign of insufficient progress
 - iii. Not finishing daily/weekly assigned tasks and becoming overwhelmed can be a sign of insufficient progress
- b. Noticing green flags when they appear
 - i. Good grades can indicate good progress

- ii. Getting to appointments early is a sign of great progress
- iii. Finishing your daily/weekly assigned tasks is a sign of effective time management

Resources/Works Cited Page

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