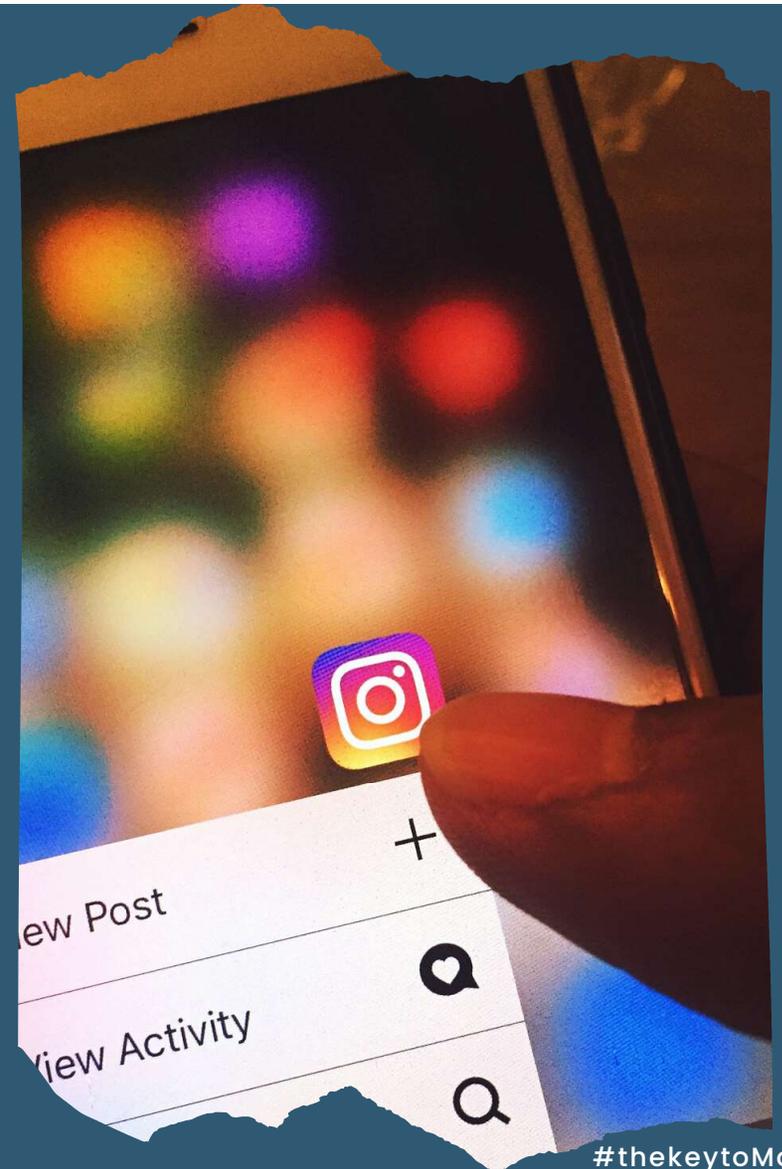


# TIME MANAGEMENT

CREATING BALANCE WITH YOUR  
WORK AND PERSONAL LIFE

Doing it all better with Tech Tools

PRESENTED BY ALICE MOORE



#thekeytoMoore

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www.glasbergen.com



***“My calendar is way overbooked and I’m three months behind in my work — I don’t have time to attend a time management seminar!”***

# ALICE MOORE

After spending 20+ years working for the Superior Court of California, Alice knows what it means to support an organization, its mission and goals. She understands it's how well you connect with the people you're trying to help that allow you to provide the support they need. Overseeing the day to day operations and providing many levels of customer service, she soon recognized time management was the key.

In 1999, she began working at the Superior Court of California, County of Sacramento. She started her career there as a courtroom clerk, supporting Judges, attorneys, justice partners and the public in the Juvenile Delinquency and Dependency units. Alice was determined to hold a position that would allow her to make a positive impact. She went on to work for the Superior Court, County of Placer as the Manager of the Family Law Unit. There she made great strides towards implementing changes to streamline processes and procedures of the public counter.

In addition to the time spent at the court, she found being the Vice-President of a non-profit organization that organized an annual scholarship event focused on young ladies pursuing their dreams of going to college and being a part of the outreach ministry at her local church even more fulfilling.



# Today's Discussion



- Definition of time management
- Benefits of time management
- Managing everyday challenges
- Simple techniques
- Tips and tricks
- Technology and apps
- Facts and figures
- Abolishing the hustle



# Time management

## What is It?

Time management is the process of planning and exercising conscious control of time spent on specific activities, especially to increase effectiveness, efficiency, and productivity.

Increase in  
"down" time

8%

10-12 minutes invested in planning  
your day will save at least 2 hours  
of wasted time and effort  
throughout the day.  
"Eat the Frog" by Brian Tracy.

*But first coffee*



# Managing everyday challenges.

## Where is my time going?

We each have 24 hours each day, 7 days a week, 168 hours, for a total of 1440 minutes. We get to spend that time only once, so we have to spend it wisely.



Building the case for saying "No" .

# Simple Techniques



## **ENHANCED FOCUS**

Eliminate distractions

## **PRODUCTIVITY**

Use a timer for certain tasks

## **IMPROVED CREATIVITY**

Record videos for training purposes

## **BETTER DECISION MAKING**

Can it wait or can you delegate

## PLAN

Mark tasks on your calendar as appointments.  
Start with no more than five daily tasks.

## PREPARE

Use what ever you are sure to look at to set reminders.  
(Phone, Calendar, Watch, etc.)



## PERFORM

You will repeat this task again and again, daily at that same appointed time. Hopefully it becomes routine, when that alarm goes off you can shift your focus get this one task done.

Invest in planning  
your day

**Setting goals**

Use available  
resources

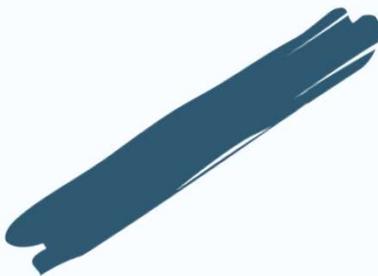
**Take a  
music break**

Track your time

**Use Tools**

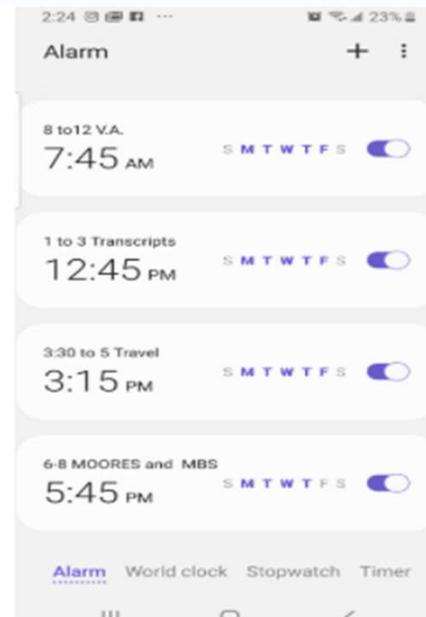
# TIME BLOCKING

If you talk about it, it's a dream. If you envision it, it's possible. If you schedule it, it's real. ”  
Denzel Washington



8 am to 12 pm VA
<input type="checkbox"/> Monday's billing
<input type="checkbox"/> Schedule Instagram Posts
<input type="checkbox"/> Data Entry
<input type="checkbox"/> Meetings

1 pm to 3 pm Transcripts
<input type="checkbox"/> 1st and 15th billing
<input type="checkbox"/> Download on Tuesdays
<input type="checkbox"/> Proof on Thursdays



# There's an app for that!

If you manage your time effectively, you'll be able to get more done, but in less time. Time management tools represent the technology that can help you achieve this.



- Work hours trackers
- Communication platforms
- Project and task organizers
- Scheduling software
- Team management systems
- Calendar apps
- Mind mapping tools
- Many others



- ✔ The average worker sends and receives 190 messages per day.
- ✔ The most powerful word in our Time Management vocabulary is “no”.
- ✔ **1 hour of planning will save 10 hours of doing.**
- ✔ In the last 20 years, working time has increased by 15% and leisure time has decreased by 33%.

# Facts and Figures

“If you want to get something done, give it to a busy person.”

# Apollishing the Hustle

Schedule time for other than routine tasks.

That includes setting appointments for and with yourself.



A photograph of a woman with curly hair hugging a baby. The woman is smiling and looking down at the baby. The baby is wearing a white headband with a large white bow and a blue and white striped shirt. The background is a soft, out-of-focus indoor setting.

# Food for Thought

**"Good time managers do not allocate their time to those who "demand" it, but rather, to those who "deserve" it."**

Photos on page 6 and 15  
compliments of  
[www.instagram.com/eyeforebony](http://www.instagram.com/eyeforebony)

Page 12: If you talk about it, it's a dream. If you envision it, it's possible. If you schedule it, it's real.  
Denzel Washington's Twitter post

Page 14: "the average worker spends around 30 hours a week checking email."  
<https://www.inc.com/geoffrey-james/new-study-the-average-worker-spends-30-hours-a-week-checking-email.html>

Thank you  
for your  
time.

**Disclosure**

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Please note that my reviews are solely based on my honest opinion.  
With that being said, please do the necessary research before using any app or website mentioned during this webinar.