



Time Management

Good time management skills
increase your productivity
and help you get more done.

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About the Founder



- Nancy Guberti, MS, CN, Functional Medicine Specialist
- IMMH Practitioner (Integrative Medicine Mental Health)
- Practitioner Speaker Educator for Desert Biological
- Speaker for Desbio/Trinity School of Natural Health certified class
- GFCF Diet Counselor
- Author, Healthy Living Everyday, Total Wellness for Mind and Body
- 21+ years private practice in Greenwich CT
- Utilizing functional medicine lab testing, creating customized supplement and food regimes
- Autism Expert Practitioner Training Program
- Total Wellness Empowerment Monthly Mentorship
- Total Wellness Empowerment Mentorship
- Look & Feel Great Method: 9 to Steps Healthy Living based on clinical research
- Total Wellness Empowerment Podcast

Myths about Time Management

- ▶ Time management is nothing but common sense.
- ▶ It takes all the fun out of life!!!
- ▶ Time management? I work better under pressure.
- ▶ No matter what I do, I won't have enough time!





“I’d like to schedule a time-management seminar on my calendar...as soon as I can find time to buy a calendar!”

The Truth About Time Management

- Increases productivity.
- **Reduces stress.**
- Improves self-esteem.
- **Helps achieve balance in life.**
- Increases self-confidence
- **Helps you reach your goals!**



There are 168 hours in a Week

	Urgent	Not Urgent
Important	Do Now	Plan to Do
Not Important	Reject <ul style="list-style-type: none">• Trivial requests from others• Apparent emergencies• Interruptions and distractions Scrutinize and probe demands. Help originators to re-assess. Wherever possible reject and avoid these tasks.	Resist <ul style="list-style-type: none">• 'Comfort' activities, computer games, net surfing• Chat, gossip, text, social communications• Daydreaming, doodling over long breaks• Unnecessary adjusting equipment Habitual 'comforters' not true tasks. Non-productive, de-motivational. Minimize or cease altogether. Plan to avoid them.

Steps to Managing Your Time

1. Set goals
2. Set reasonable expectations
(and remember that no one's perfect)
3. Make a schedule
4. Revisit and revise your plan



Revisit Your Values

- ▶ Knowing what is most valuable to you gives direction to your life.
- ▶ Your energy should be oriented first toward things that reflect the values that are most important.
- ▶ Examine your values to help you make time management decisions.



Where to start? Set Goals! What is Important?



- ▶ Make your goals specific and concrete. Don't be vague.
- ▶ Set both long-term goals and short-term ones to support them.
- ▶ Set a deadline for your goals.
- ▶ Integrate your goals: business, personal and other career factors.
- ▶ Realize that goals change, but know which goals to stick to!

From Goals...Set priorities

- ▶ What's important and what isn't?
- ▶ What order do things need to be done in?
- ▶ Once you know what your priorities are, you need to plan out a schedule for the quarter, the month, the week and the day.
- ▶ Acknowledge the realities of changing schedules.
- ▶ Planning may seem hard at first, but the more you do it, the easier and more natural it gets.



Make a Schedule

Set Up Your Business Calendar

- Block all important set time obligations.
- Block all *time commitments*.
- Look at the 90 day goals.
 - Note the weight of the activities.
 - Highlight all project *due dates*.
- Work backwards to figure out timing.
- Time for your sanity.



Organizing Your Time

- ▶ Set realistic goals, there are only 24 hours in a day.
- ▶ Use spare time to review.
- ▶ Reflect on your day at the same time each day: make it a habit
- ▶ Divide time into manageable chunks
- ▶ Leave extra time at the end!

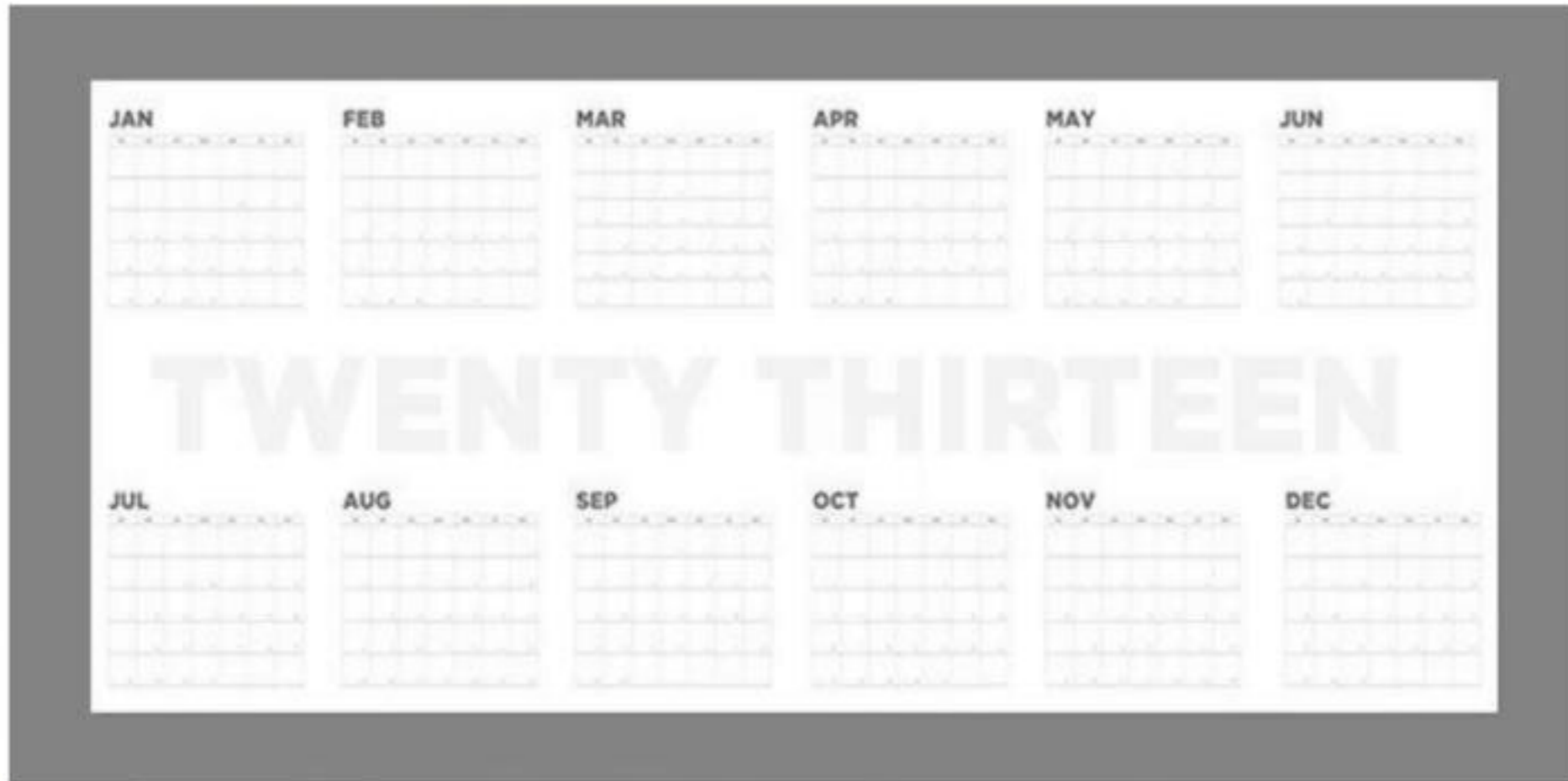


Calendars

- ▶ Different Perspectives
- ▶ The “to do” List



Year Calendar



Monthly Calendar

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Weekly Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
15	16	17	18	19	20	21



**“It’s a new time management app.
When you click the icon, your
calendar disappears!”**

Try it and evaluate your plan!

- How are you actually using your time?
- Which tasks were you able to do? What didn't get done?
- Was your energy level appropriate? Your stress level?
- **What changes need to be made to your weekly schedule?**
- **What are persistent time wasters?**
- Was procrastination an issue?



“Never do today what you can put off ‘til tomorrow!”

- ▶ Procrastination is my sin.
- ▶ It brings me naught but sorrow.
- ▶ I know that I should stop it.
- ▶ It fact, I will – tomorrow!

Forms of Procrastination

- Ignoring the task, hoping it will go away
- Underestimating how long it will take/overestimating your abilities and resources
- Telling yourself that poor performance is okay/insisting on perfection
- Doing something else that isn't very important
- Believing that repeated "minor" delays won't hurt you
- Talking about rather than doing it
- Putting all your work on only one part of the task
- Becoming paralyzed when having to make choices

How to Overcome Procrastination

- ▶ Win the mental battle by committing to being on time.
- ▶ Set and keep deadlines.
- ▶ Organize, schedule & plan.
- ▶ Divide a big job into smaller ones.
- ▶ Find a way to make a game of your work or make it fun.
- ▶ Reward yourself when you're done.
- ▶ Set reminders on your phone/computer to remind you of priorities and deadlines.
- ▶ Learn to say "no" to time wasters.



Tackle Time Wasters

- ▶ Learn to recognize when you're wasting time.
- ▶ Decide what you need to do and can realistically do.
- ▶ Learn how to say "NO" when you don't have time.
- ▶ Return calls/email at your convenience. The phone is a major time killer. (Unless an Emergency!)
- ▶ Learn to say "I can't talk right now. I'll get back to you."
- ▶ Wasting time is often linked to a lack of self-discipline.
- ▶ Ask yourself, "Do I really need to do this or not?"

Learn to say “No!”

- ▶ Avoid the temptation to socialize when you’ve scheduled work.
- ▶ If friends ask you to join them last minute, decline outright, but ask if you could get together later in the week.
- ▶ Socializing is important when you don’t have other things to worry about!
- ▶ Avoid social media, YouTube, Facebook, etc.
- ▶ Texts are a major distraction.





Review

- ▶ Time and energy management can make you more productive and reduce your stress level.
- ▶ The Three Steps
 - Set goals
 - Make a schedule
 - Revisit and revise your plan
- ▶ Be tough with your time. Actively avoid procrastination and time wasters. Learn to say “no” to distractions.
- ▶ Employ a variety of time management strategies to maximize your time.
- ▶ Relax and enjoy the extra time that you’ve discovered!

You've Got This!

- ▶ Good time management is a foundation of productivity.
- ▶ Judging how much time should be allocated to different tasks, and how to prioritize those tasks, can make a massive difference to your overall productivity.
- ▶ It's a skill worth developing at both staff and management level to boost the efficiency of your business.

