



Time Management for Teleworkers

PRESENTATION BY: THE GOODWILL
CAREER PATHWAYS INSTITUTE

“Time is the most valuable coin in your life. You and you alone will determine how that coin will be spent. Be careful that you do not let other people spend it for you.”

- CARL SANDBURG

What is Time Management?



Organization – Organizing your tasks

Prioritization- Choosing which tasks are most important

Scheduling- Scheduling your tasks throughout the day or week to ensure that things get done.

Avoiding procrastination and time wasters.

Organizing Your Tasks

Step 1: Organize Your Tasks By Type

Why? If you organize your tasks by type, then you can complete tasks of a like “type” together which should take less time. Example: If you know that you have financial reports to complete, complete your financial reports in the morning on Tuesday instead of spacing out your financial reports for 3 separate days in the week. It takes you off the mindset of the like task to shift constantly. Keep focused.

Step 2: Write Down Your Tasks Into Task Buckets

Financial Reports

- Complete Monthly Report
- Submit Payroll Hours
- Enter Weekly Report Information

Client Calls

- Call New Clients
- Call Existing Clients
- Make Partner Calls

Written Communications

- Check Email
- Send Follow-Up Emails
- Sent Certified Mail

Prioritizing Tasks

Step 3: Now that you have the tasks that need to be completed organized into similar types, set a priority to them. Think about “how important is this task?” Then assign a level of importance.

Prioritize based on a Level 1, 2, 3, or 4

- Level 1- Mission Critical and TOP Priority
- Level 2- Critical and Next Most Important Priority
- Level 3- Important, but not Critical Priority
- Level 4- Needs to be done, Not Critical

Written Communications

- Check Email (3)
- Send Follow-Up Emails (3)
- Sent Certified Mail (1)

Scheduling Tasks

Step 4: Now, you can schedule yourself by using a calendar tool and in creating a to-do list.

Tools: Outlook, Google Calendar, Desktop Calendar

Pro Tip: Leave gaps in your schedule for unexpected challenges and projects.

Create your To-Do List based on your most CRITICAL tasks. Keep an ongoing list of tasks that if you do not complete for the day, item 5 becomes item 1 the following day.

Time	Tuesday
9-9:30	Check Email
9:30-10:00	Send Follow-Up
10-10:30	OPEN
10:30-11:00	OPEN

To Do List:
1) Complete Payroll Hours Entry
2) Complete Weekly Reporting
3) Finish Monthly Report
4) Send Certified Letter to Cleveland County
5) Check E-mail

Procrastination

Procrastination is a mistake.

- Putting stuff off that could be done today or now can save you many minutes of anxiety later. Anxiety is a time waster.
- We do this in our personal lives as well. If you learn to control procrastination in your life at work, you may be able to curb this at home and accomplish more.
- Waiting to do something often just allows for it to get worse.

Managing Interruptions

- You have a plan.
- You also have the potential for a saboteur.
- Do not be so married to your plan that you are inflexible. Remember, you have priorities. If your interruption is part of what is mission critical then it is important.
- If your interruption is a time waster, have an exit strategy.
What if your interruption just brings more work?
 - You go back to our strategy.

Final Thoughts

- Your time is precious, so treat it as such.
- Once you begin using this 3-step process, you will feel like you have more control of your day.
- In addition to control, you will also find yourself able to complete even more tasks!
- Teleworkers have a great opportunity to demonstrate integrity with their ability to manage their time, so let's show everyone how it is done!