

# Manage Your Time Manage Your Life



Beth Dickens

Academic Assistant Coordinator | Science Engineering Technology Division  
Thomas Nelson Community College College  
Hampton, VA

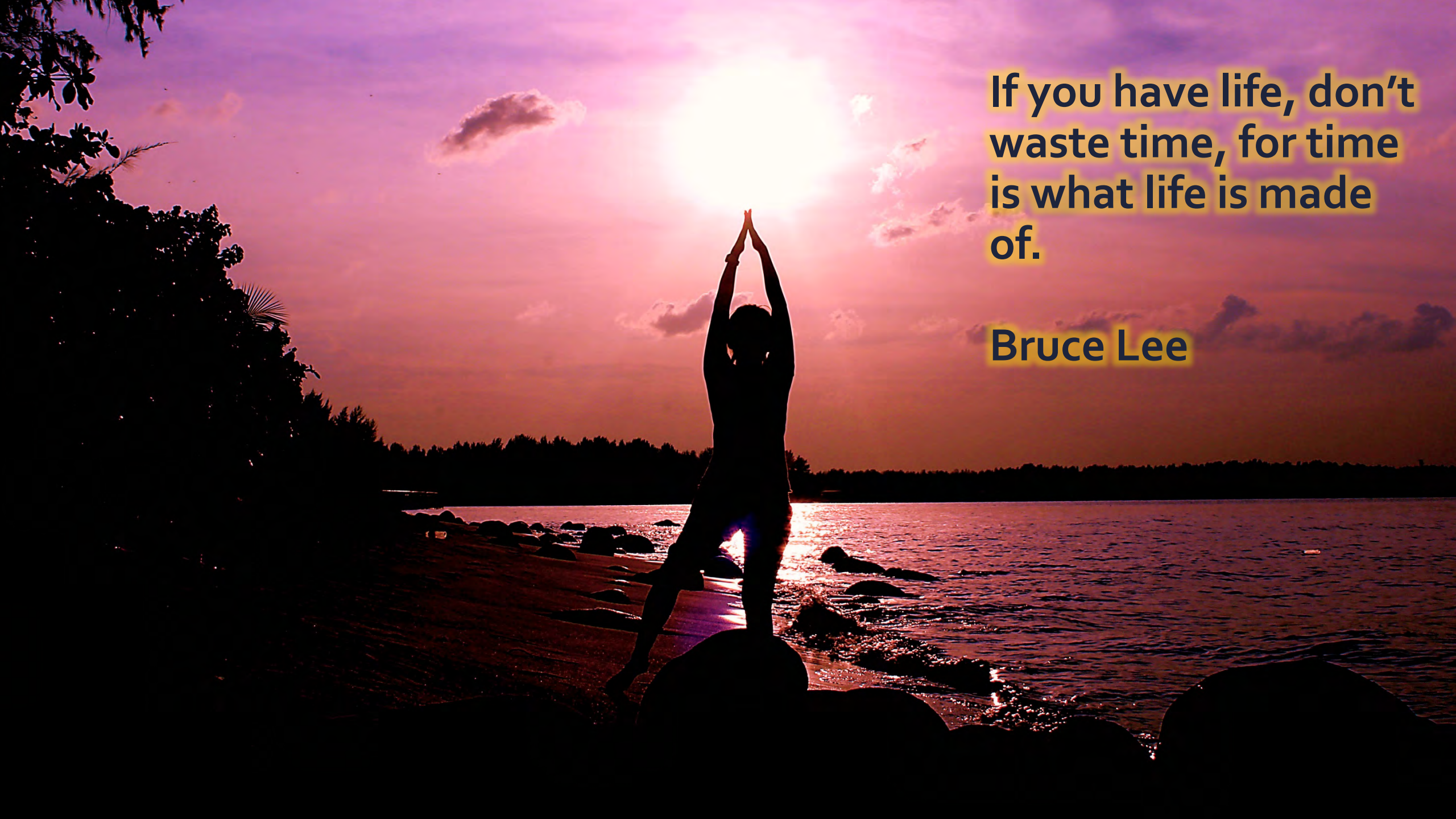


# “Walk in wisdom...redeeming the time” Colossians 4:5 (NKJV)

---

Your GREATEST possession – is your NEXT twenty four hours. How will you spend them? Will you allow television, pointless e-mails, unimportant tasks, your own impulses, the wrong people, or other meaningless distractions to consume your day? OR, will you take control of your time and make TODAY COUNT?

---



**If you have life, don't  
waste time, for time  
is what life is made  
of.**

**Bruce Lee**

# Objectives

---

- Understand the definition of time.
  - Describe time as a resource.
  - Identify "Time Wasters"
  - Identify ways to manage time at work and in your personal life.
-



The great dividing line  
between success and  
failure can be expressed in  
five words; I did not have  
time.

Franklin Field

# Definition of Time

---

## The definition of time.

- Noun

- a limited period or interval, as between two successive events: a long time.
- duration regarded as belonging to the present life as distinct from the life to come or from eternity; finite duration.

- Verb

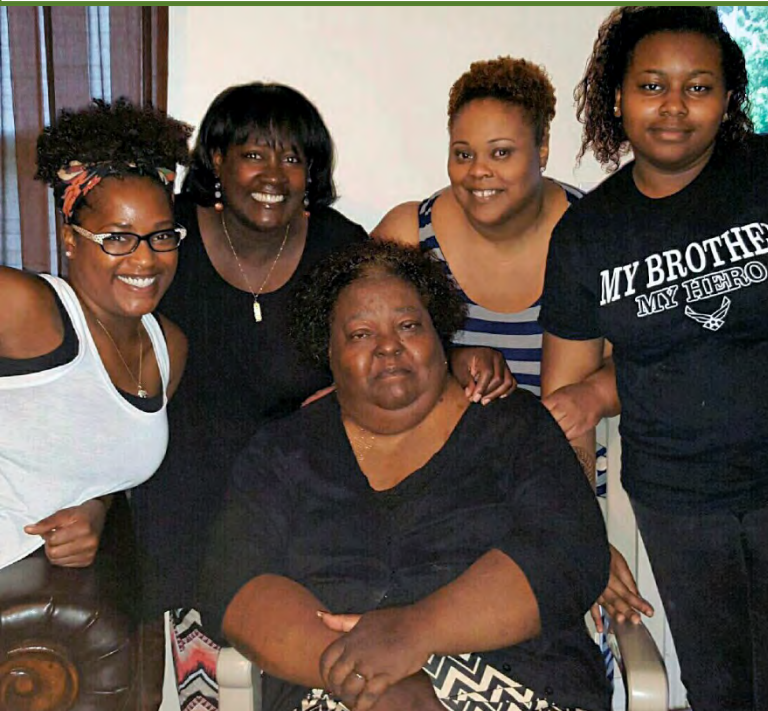
- [with object or infinitive] plan, schedule, or arrange when (something) should happen or be done: the first track race is timed for 11:15
-

# Time: Our Greatest Resource

Leaders Value Time

"A man (or woman) who dares to waste one hour of life has not discovered the value of life."

Charles Darwin





# Time Wasters

Information Overload

Email Overload

Unreal Time Estimates

Poor Planning

Failure to Listen

Poor Communication

Red Tape

Mistakes – Others

Cluttered Workspace

Lack of Procedures and Processes Meetings

Equipment Failures

Lack of Motivation

Lack of Delegation

Unclear Goals

Socializing

Mistakes – My Own

Peer Demands

Lack of Self-Discipline

Conflicting Priorities

Interruptions

Lack of Authority

Community Activities

Negative Attitude

Waiting For Answers

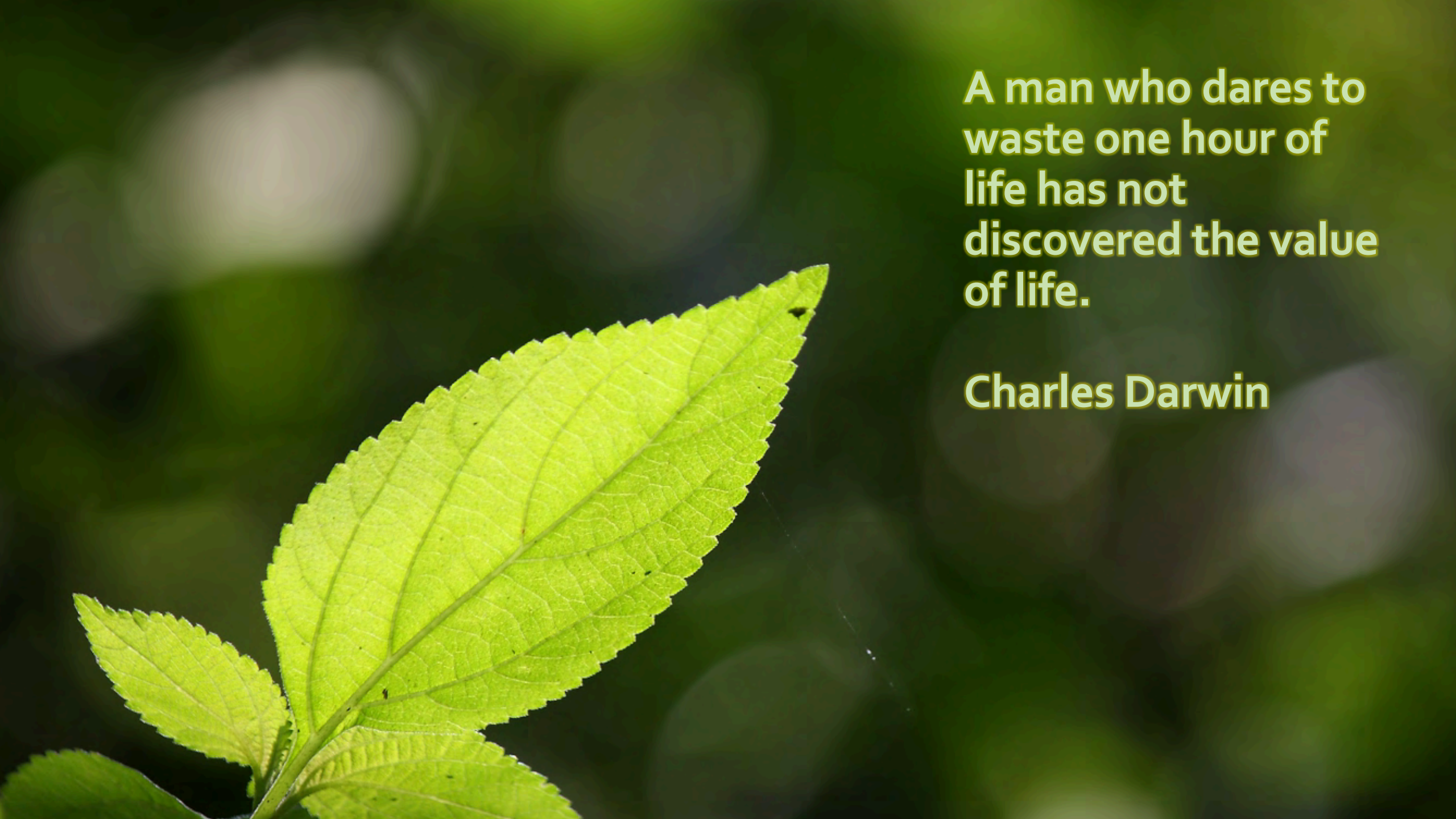
Procrastination

Indecisiveness

Unwilling to Say NO

Cluttered Computer Files





**A man who dares to  
waste one hour of  
life has not  
discovered the value  
of life.**

**Charles Darwin**

# Manage Your Time - Manage Your Life

- Stop Using the "B" Word
- Focus on Efficiency
- Accept "Imperfection "
- It REALLY is OKAY to Say NO



The key is not to  
prioritize your  
schedule, but to  
schedule your  
priorities.

Stephen Covey





# How I Manage Work and Personal Life

---

- Get Organized
- Set Goals AND Prioritize
- Get a "System" That Works For You
- Trust someone else, learn to delegate
- Nix the Family, Friend, and Co-Worker Drive-Byes, Phone Calls, etc...
- Facebook, Twitter, Snapchat, Etc... Is Not Going Anywhere
- Learn to Say NO
- PLEASE Make Time For Family and Friends
- Make Yourself a Priority

The bad news is  
time flies. The good  
news is you're the  
pilot!"

Michael Altshuler



Life is like a camera...

*Focus* on what's important,  
*Capture* the good times,  
*Develop* from the negatives,

And if things don't work out,

*Take another shot.*

Thank You for Your Time 😊 😊

