

Less Time, More Impact

Suggestions for Surviving in Organizations

Time Management

Your Oconto County University Extension Agents work with organizations all the time. And like your organization we are concerned about issues that affect...

Your families
Your children
Your income
Your environment
Your government
Your community



Less Time. More Impact

*An Oconto County University Extension Leadership
Development Fact Sheet*

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This newsletter page will provide your organization with suggestions on how to achieve its goals, make the best use of members' time, and provide everyone involved with that special sense that they have made a difference.

Information will be presented on ways to get and keep members, raise funds, handle conflicts, keep the organization on track and call the attention to the good work you've done.

THE CONCERN – We've all heard that time is money. Sometimes it is a lot more important than that. Many people would gladly spend money to buy back time to spend with loved ones, or to simply walk this earth a bit longer. Time is precious. When it's gone, it's gone forever. Wasting it is easy, using it wisely is extremely important.

MANAGING YOUR TIME

Your Values and Goals

Periodically (at least once a year) take time to review your life situation and question what is really important to you. List your top values. Consider personal, family, spiritual and other values. Then compare your values list to the way that you use your time. Make some choices. What am I going to give more time to, what is going to receive less time? Then make some realistic plans to better match your values and your time use. Finally keep these guidelines in mind as you make decisions each day about what to do and what not to do.

The List

Make a daily "to do" list. First thing in the day, write down on paper what it is that should get done today. All of us have made promises of things that will get done, and all of us have appointments. Put all these down on your daily "to do" list. Include correspondence that must be sent or answered, meetings, phone calls that must be made or returned, and personal items that are time driven and important.

Prioritize the list, look at the list and question what needs immediate attention. Those items that fit that immediate attention category should get a "1". These are the items that, if postponed, will cost you both financially and personally. Ask yourself what should be done today but could wait. Those items get a "2". Finally, label all the other items with a "3".

Take care of the "1's" first. The "1's" on your list may be the most difficult to take care of, but they are also the most important. Do them first.