I am not a time management guru!
I am a (slightly messy) librarian
Can be a procrastinator
Prone to clutter
Agenda/Goals

- Time management is a good thing!
- Where does the time go?
- Manage the time you have
- Organize that desk!
- Eliminate the negative!
**Why must I do this?**

- Allows you to accomplish more
  - Serve more patrons
- Downsizing/budget cuts = more work for you!
- Customer service-oriented profession
- Plan for patrons & questions
  - Provide consistent responses
  - More time for your projects
- Increased job satisfaction
Use a Time Log

Why?

- The human brain is unreliable
- See how you’re spending your time

- Want to lose weight? Write down what you eat.
- Want to save money? Write down what you spend.
- Want to save time? Write down what you do.
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<thead>
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<th>Time</th>
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<th>Activity</th>
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<td>8:00</td>
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<td>Check email; read news; chat w/Alicia about reference question</td>
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<td>Review of Adobe Connect editing procedures; cataloging state pubs.</td>
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<td>15 min. break; check email</td>
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<td>Send out training emails</td>
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<td>Sound recording cataloging; questions for Cathy</td>
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<td>Sound recording cataloging; make Facebook updates</td>
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<td>Make Facebook updates; 15 min. break</td>
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<td>Large type cataloging</td>
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<td>Large type cataloging</td>
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<td>4:30</td>
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<td>Authority work; check email; weed books; tidy up desk</td>
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Important and Urgent

Important and NOT Urgent

Not Important and Urgent

Not Important and Not Urgent
To-do Lists

- Create it morning or evening?
- Add *everything* to the list
- Continue to add during your day
  - 3-ring binder with loose-leaf paper
- Complete tasks in order
- Group tasks by day
- Don’t forget the small stuff!
<table>
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<th>Call</th>
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<td>Tasks</td>
<td>When Due</td>
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To-do Lists

- Two lists:
  - Master list
  - Daily list

- Electronic lists are good too
Scheduling & Calendars
5 Steps to Scheduling Your Day

1) Identify your available time
   - Block out time for meetings, events, etc.
2) Schedule time to accomplish priority tasks
3) Schedule time for regular tasks
4) Schedule contingency time
   - (CRISIS!!!1!!)
5) Schedule time for professional growth
Which one should I choose?

- **Paper**
  - One page per day
  - Two pages per week (week-at-a-glance)
  - Two pages per month (month-at-a-glance)

- **Electronic**
  - Smartphones
  - Computers (Outlook, etc.)
Workspace Organization
De-Cluttering Your Space

- Put papers into piles:
  1) Trash
  2) Filing
  3) Pass on to someone else
  4) Needs more thought
    - Do it twice: quickly, then slowly – be ruthless!
De-Cluttering Your Space

SPACE

- **Sort** – how it makes sense to you
- **Purge** – trash/recycle
- **Assign a home** – easily found
- **Containerize** – easy to grab
- **Equalize** – tweak your system
De-Cluttering Your Space

- De-clutter your computer:
  - Electronic files – descriptive names/labels
  - Put files in folders
  - File away icons!
Filing tips

- “Retrieval System” not “Filing System”
- Sort first, file second
- Miscellaneous file
- Recycle ruthlessly!
- Move items or cross-reference
- Index your files
The Myth of Multitasking

- 98% cannot multitask
- 2% “supertaskers”
  - different brain function
- Switching attention rapidly
- Temporarily lowers IQ by 10 points
  - Equal to missing a night of sleep
- Create a priority list
Interruptions
In-person Interruptions

- Change workspace arrangement
- Be honest, tell people you’re busy
- Use body language
- Walk and talk – or help me work!
- Do not disturb sign
- Minimize chatting with co-workers
- Work during off-peak hours
- No staring out the window!
Telephone Interruptions

- Don’t let the phone run your life!
- When concentrating, let it go to voicemail
  - Voicemail should have useful instructions
  - Tell them you’re busy for one hour and will call back
- Return calls as work allows, or schedule time
- Get caller to point as quickly as possible
- Take notes during call
- Script outgoing calls
Email Interruptions

- Turn off email notifications (desktop alerts, etc.)
- Set times for checking email, 3-4 times per day
  - Leave an outgoing message

- Reading emails efficiently:
  - Scan/delete/sort emails before reading
  - Leave your inbox empty
  - Purge email files regularly
E-mail Interruptions

Composing email:
- Meant for brief messages
- Use phone or face-to-face for urgent messages
- Use of Cc: and Bcc:
- Useful, active subject line
- Save text of common emails
- 3 strikes rule
- Please don’t forward jokes/junk! (please?!)
Effective & Efficient Meetings

- Try to schedule for the morning
- Set an agenda and distribute ahead of time
  - Time limit for agenda items
    - Over time? Schedule for next meeting
- Start on time, no matter what
- Time limit on meeting
- Demonstrate your preparedness
- Learn about meeting skills
- Two-way communication required?
- Thank your attendees!
• Fight procrastination:
  • Dull or boring → make it fun!
  • Big and uninspiring → take it slow
  • Overwhelming and complex → start out small
  • I’m stuck! → ask for help
  • Too small → schedule or delegate
You’re Late! You’re Late!

- Live by your calendar!
  - Do you have time to do it/get there?
  - Account for travel time
- Arrive very early – read professional literature
- Plan the night before
- Designate a place for important items
- Use peer pressure
Thank you!

- You will receive emails with:
  1. A link to an online survey about today’s training
     *We would appreciate your input!*
  2. Your training certificate

Please check the KDLA Continuing Education calendar for more webinars!
Thank you for attending!

To download the PDF:
- In the Files box, click “Time Management”
- “Download File”
- In the pop-up window:
  - “Click to download”
  - “Save”
  - Choose where to save it

To contact KDLA:
- 502-564-8300, ext. 342
- 800-928-7000, ext. 342
- Ask A Librarian
- Services to Libraries