

Time Management Tips

Courtesy of Stephen Covey

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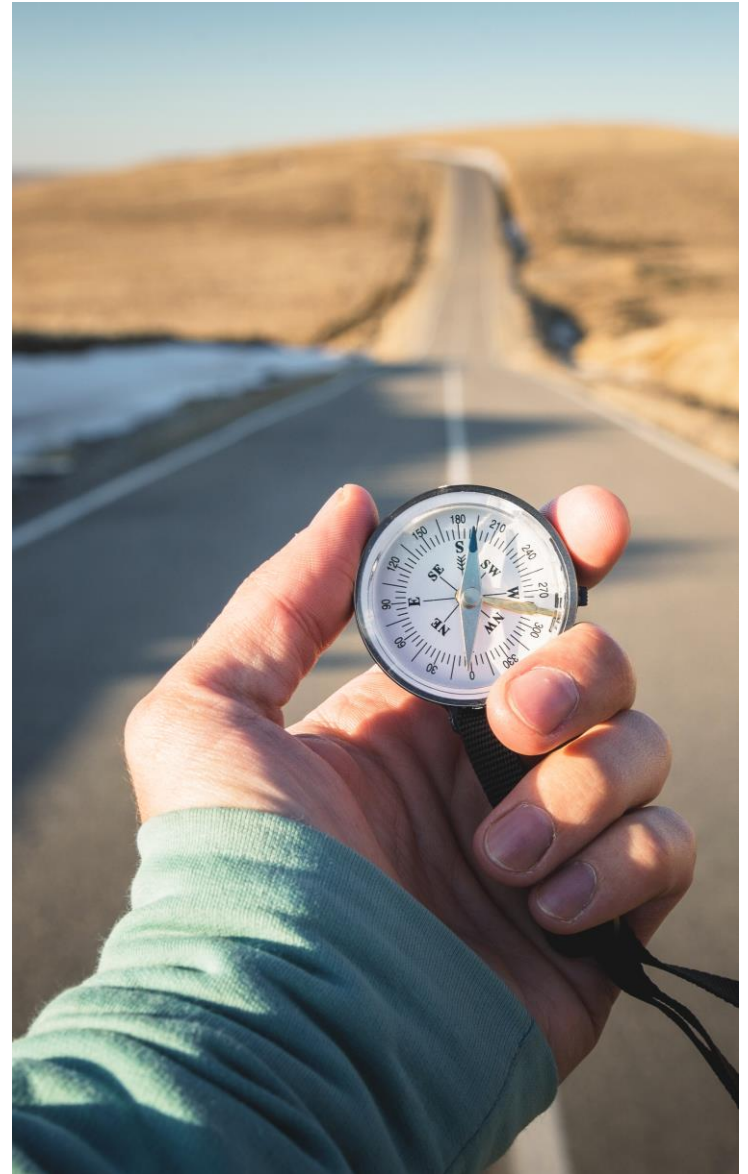
Introduction

- Many years ago, I worked with an Exec Coach who helped me so much. I learned things I wish I knew early in my career.
- I was introduced to the work of Stephen Covey. One small part was managing your time and activities.
- I refer to this still today. And share the advice I had – plus some other tips from the Covey Institute that I am going to share with you here.



Getting Started.

- Among all the valuable assets you own, time is the most precious of all.
- In today's fast-paced mortgage market, time is starved. Lack of time management is the most significant problem that people have.
- It is common to feel overwhelmed with responsibilities and activities. The more you work, the further behind people seem to feel. Because there is so much reacting to things.
- But using Stephen Covey's Quadrant can really help.



Getting Started – The 4 Quadrants of Time Management

The 4 Quadrants Time Management Strategy was created by Steven Covey.

He is the author of the famous book *The Seven Habits of Highly Effective People*.

Using Covey's matrix helps to prioritise tasks based on the time available for optimal efficiency.

The basic idea behind this strategy is to divide your activities into four quadrants depending on their importance and urgency.

Let's go through the quadrants.

STEPHEN COVEY'S TIME MANAGEMENT MATRIX		
	URGENT	NOT URGENT
IMPORTANT	Quadrant 1 Crises Pressing Problems Projects with Deadlines	Quadrant 2 Relationship Building Planning Recreation
NOT IMPORTANT	Quadrant 3 Interruptions Some Phone Calls Some Mail Some Reports	Quadrant 4 Busy Work Some Phone Calls Some Mail Time Wasters

QUADRANT 1 : - URGENT & IMPORTANT

This quadrant is located at the top left and focuses on problems and crises that require immediate attention. Neglecting them, in the long run, can be problematic for you.

Tasks involving deadlines, daily emails, and similar activities with direct impact are urgent and important.

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QUADRANT 2 Not Urgent but Important

This quadrant is on the top right. This relates to tasks that directly relate to your long-term goals. It requires your thorough attention; however, it is not urgent as there is no limited time to complete this task.

Developing relationships, long-term planning, personal development, improving health, and related activities fall within this quadrant.

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QUADRANT 3: Urgent but Not Important

This quadrant is located in the bottom left corner.

All those activities may seem urgent to you, but you can remove them from the workflow since they hold minimal importance for you.

Think about all the time-wasting activities fall in this quadrant. No matter if it's unimportant calls or sending emails that don't add any value – cut them out.

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QUADRANT 4 Not Urgent and Not Important

This quadrant is at the bottom right-hand side.

All activities that take up time without producing any value fall into this quadrant. You can save valuable time by avoiding those chores and spending it on more valuable activities.

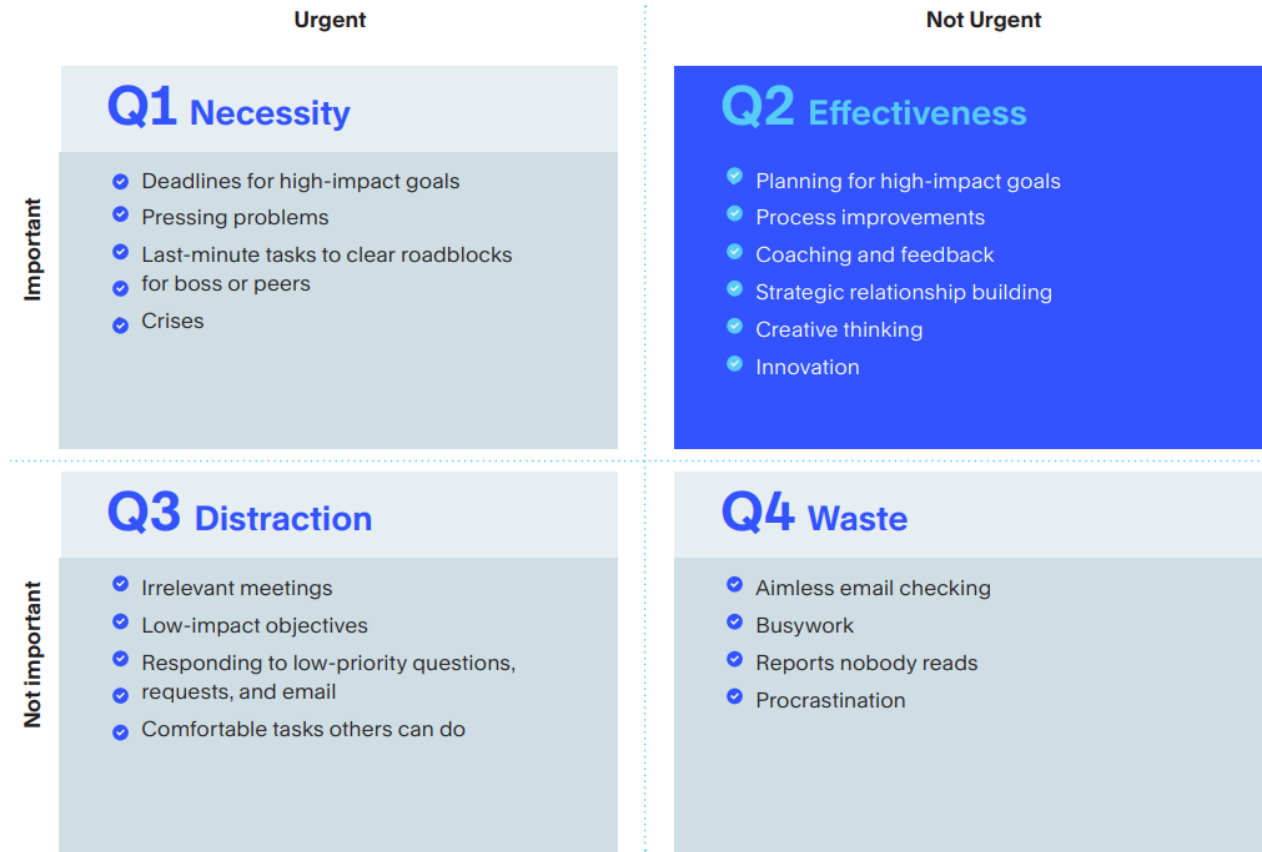
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Let's Take A Different View

The Stephen Covey institute have put this together.

You can see that Q1 is the essential work but Q2 is the most effective

Q3 distracts and Q4 is a wasting time



Tips For Managing Your Time

- Put your current tasks in each Quadrant. For some tasks this will be harder than others.
- Quadrant 1 always dominates your time. But by trying to focus more on Quadrant 2 will lead to greater time efficiencies in the future.
- Am I answering a million emails, thinking if I just get that done, I can get to more important things but don't quite get to them? Am I doing social media to excess, taking time away from more important accomplishments?
- Put some things into these groups:
 - Anything you can **START DOING** that would actually save you time
 - Anything that you can **STOP DOING** that would help
 - Anything that works that you could **DO MORE OF?**



Other Tips From The Covey Institute

- It may sound counterintuitive to spend more time planning and scheduling if you're already so busy you can't even get your most important work done. But research suggests that if the important stuff gets planned and scheduled, it's far more likely to get done.
- Try this process:
 - **30 minutes once a week:** Give your brain the time it needs to identify the three to five most important things you can do in the coming week to be effective. Schedule these priorities on your calendar for the coming week.
 - **10 minutes each day:** Be intentional about marking those most important things you complete (and celebrate), moving those that were not completed to another time slot on another day, and adjust your calendar as needed.

Even with your best intentions, you may get pulled away for emergencies not on your list, or an important or required task may take longer than you expected. Daily planning gives you a chance to acknowledge your accomplishments and recommit time for what's important every day

Other Tips From The Covey Institute

- Discuss your tasks with others and prioritise together.
- Share information and seek information from others.
- Learn how to say no to requests that aren't a good use of your time – or moreover are not aligned to your goals. Because saying no is actually a way of saying yes—to yourself and the things that matter most to you.
- Assess your time management system regularly – avoid just a list, know how to prioritise.



“The key is not to
prioritize what’s on your
schedule, but to
schedule your
priorities.”

Stephen Covey