

# Time Management Strategies

Tutor Coordinator Webinar

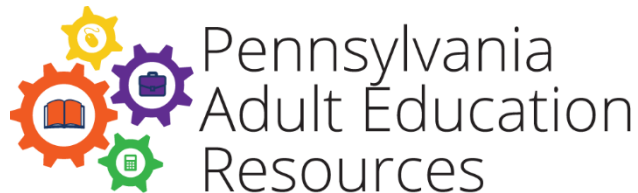
March 20, 2017

10:00 – 11:00 am

Kim Roush, [kim@tlcliteracy.org](mailto:kim@tlcliteracy.org)

Tutors of Literacy in the Commonwealth

<http://tlcliteracy.org/>



Pennsylvania  
Adult Education  
Resources



# Agenda

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- Online Tutor Coordinator training, March 27
- Face-to-face Tutor Coordinator Event, April 11
- Today's topic ~ Time management
- Sharing

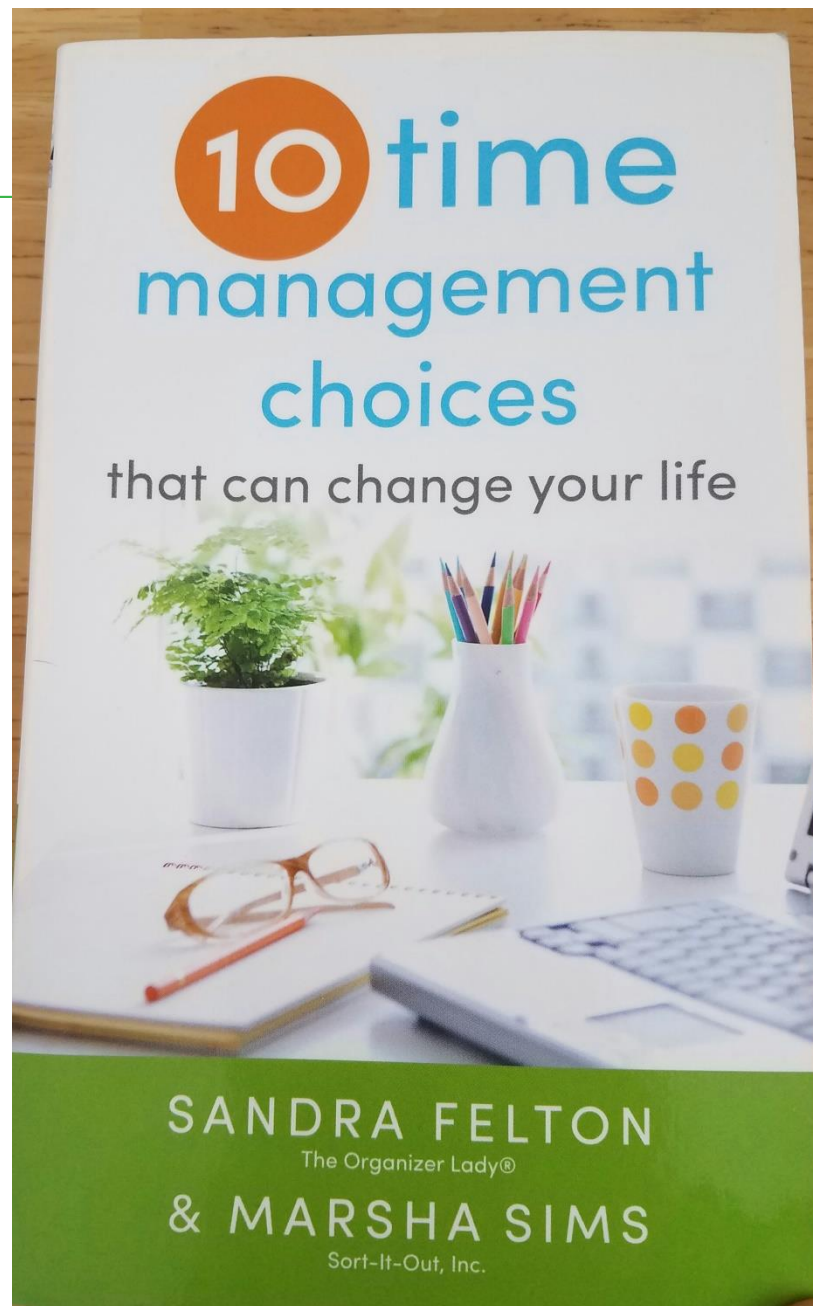


# Objectives

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At the end of the webinar you will be able to:

- Identify one time management strategy you will implement.





# Time Management Tips

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- Focus



# Time Management Tips

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- Focus
- Procrastination



# Time Management Tips

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- Focus
- Procrastination
- Projects



# Time Management Tips

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- Focus
- Procrastination
- Projects
- Delegate





# Time Management Tips

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- Focus
- Procrastination
- Projects
- Delegate
- Manage interruptions



# Time Management Tips

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- Focus
- Procrastination
- Projects
- Delegate
- Manage interruptions
- Schedule



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# Tips for Time Management

<http://www.entrepreneur.com/article/219553#>



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- Take the first 30 minutes of every day to plan your day.



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  - Practice not answering the phone just because it's ringing and responding to e-mails just because they show up.



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  - Take five minutes before every call and task to decide what result you want to attain.



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- Take the first 30 minutes of every day to plan your day.
  - Practice not answering the phone just because it's ringing and responding to e-mails just because they show up.
  - Take five minutes before every call and task to decide what result you want to attain.
  - Remember that it's impossible to get everything done.



# 10 tips for time management in a multitasking world

<http://blog.penelopetrunk.com/2006/12/10/10-tips-for-time-management-in-a-multitasking-world/>





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- Don't leave email sitting in your inbox.



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  - Admit multitasking is bad.



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  - Check your email on a schedule.



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  - Make it easy to get started.



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- Don't leave email sitting in your inbox.
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  - Check your email on a schedule.
  - Make it easy to get started.
  - Organize your to-do list every day.



- Don't leave email sitting in your inbox.
- Admit multitasking is bad.
- Check your email on a schedule.
- Make it easy to get started.
- Organize your to-do list every day.
- Dare to be slow.



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# Tips for Time Management

<http://www.mayoclinic.com/health/time-management/wl00048>



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- Say no to nonessential tasks.





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  - Take the time you need to do a quality job.



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- Say no to nonessential tasks.
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  - Break large, time-consuming tasks into smaller tasks.



- Say no to nonessential tasks.
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- Practice the 10-minute rule.



- Say no to nonessential tasks.
- Take the time you need to do a quality job.
- Break large, time-consuming tasks into smaller tasks.
- Practice the 10-minute rule.
- Evaluate how you're spending your time.



- 
- Say no to nonessential tasks.
  - Take the time you need to do a quality job.
  - Break large, time-consuming tasks into smaller tasks.
  - Practice the 10-minute rule.
  - Evaluate how you're spending your time.
  - Take a break when needed.



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# Sharing



# Sharing

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- Each webinar will allow some time for Tutor Coordinators to share a success or challenge of the month.
  - What success have you had in the past several months?
  - What challenge are you currently facing?
- What support can TLC provide you? Email me and let me know.
  - [kim@tlcliteracy.org](mailto:kim@tlcliteracy.org)



Questions?

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