

Relevance

Managing time effectively helps balance work, Rotary, and personal commitments.

Learning objectives

By the end of the session, participants should be able to:

- Apply strategies for time management
- Find ways to maximize their time to reach their goals

Before the session

- Ask participants what they would like to gain from the session and use their comments to customize its content.
- Consider how you will facilitate the session and adjust it for your audience.
- Think of an opening activity that will grab participants' attention and other ways to keep the session interactive.
- Prepare any materials you will need for the session.

During the session

- Welcome participants and introduce yourself.
- Review learning objectives.
- Highlight these key messages:
 - Time management aims to improve productivity so you can do more in less time.
 - It involves strategies and tools to help you get organized, stay focused, prioritize tasks, and set limits on your commitments.
 - At work and in Rotary, you might handle papers, email, voice mail, and spoken requests, along with work you would like to do.
 - You have five options for acting on the items you receive:
 - Discard or recycle
 - Delegate
 - Act immediately
 - File for later
 - Place in a reference folder

- Consider whether your approach to each item is effective.
- Controlling distractions and developing your concentration skills will help you manage your work or involvement in Rotary.
- Use discussion questions to boost conversation:
 - What aspects of time management do you struggle with?
 - What strategies or tools have improved your time management?
 - How do you approach tasks or activities?
 - How do you minimize distractions and interruptions?
 - What do you consider when you prioritize tasks?
 - How can you limit activities, tasks, and requests to make sure you finish your work and reach your goals?
 - How do you prioritize your Rotary, work, and personal duties?
- Lead one of the activities below.
- At the end of the session:
 - Take questions from participants.
 - Review the learning objectives to make sure they've been achieved.
 - Ask participants to write down one idea they'll use from the session.

Activities

1. Purpose: Finding time to achieve personal goals
 - Allow 20 minutes for this activity.
 - Have participants choose either a personal goal or one they would like to reach in Rotary, such as becoming a club leader, getting more involved in service projects.
 - Divide participants into small groups.
 - Ask group members to discuss:
 - Why haven't they reached their goal?
 - What do they need to start toward their goal?
 - How can they schedule the extra time needed to reach that goal?
 - Next, have participants think about what they did on a recent day.
 - Ask them to rearrange their schedule for that day and include time for working toward their goal.
 - Ask for volunteers to talk to the whole group. Ask them:
 - How did you rearrange your time?
 - Did you remove something from your schedule?
 - How do you think you will find time in the future?

2. Purpose: Setting priorities

- Allow 20 minutes for this activity.
- Ask participants to complete the Setting Priorities Worksheet on the next page.
- Ask various participants to describe their responses.

SETTING PRIORITIES WORKSHEET



This time management chart separates situations and tasks into four categories: important and urgent (priority 1), important but not urgent (priority 2), urgent but not important (priority 3), and trivial tasks (priority 4). Answer the questions below the chart to learn how you can prioritize activities effectively.

Important	Priority 1	Priority 2
	<ul style="list-style-type: none"> • Crises • Pressing problems • Projects, meeting preparation, etc., that must be completed by a specified date 	<ul style="list-style-type: none"> • Preparation • Prevention • Planning • Relationship building • Empowerment
Not important	Priority 3	Priority 4
	<ul style="list-style-type: none"> • Interruptions • Some telephone calls • Some emails and reports • Some meetings • Many pressing matters 	<ul style="list-style-type: none"> • Trivial tasks • Some telephone calls • Time wasters • Irrelevant mail
	Urgent	Not urgent

1. Estimate the percentage of your time that you spend on each priority. Where do you spend most of your time?
2. How can you cut or reduce activities in priorities 3 and 4? How will it affect your work or your Rotary club if you drop or postpone such activities?
3. Choose a priority 4 task or situation that seems to arise repeatedly at work or in Rotary. Decide what you will say or do when it recurs so you don't overreact to it, given its lack of urgency.

Task or situation _____

What will you do differently? _____
