

5 Categories for Effective Time Management

“Don’t Just Track Your Time; Manage It!”

- 1) **Putting out fires.** An unexpected phone call. A report that’s necessary for a meeting that should have been printed yesterday. A missing file that should be on your desk. How much of your day was actually spent in crisis mode? For most people, this is a negative category that drains their energy and interferes with their productivity.
- 2) **Dealing with interruptions.** Phone calls and people dropping by your office. Once again, for most people, this is a negative category because it interferes with (and sometimes kills) productivity.
- 3) **Doing planned tasks.** This is the most positive use of time during your work day. You are in control and accomplishing what you intended to accomplish. Planned tasks can include phone calls, meetings with staff, even answering email.
- 4) **Working uninterrupted.** You may not be working on a task you had planned to do, but you are getting to accomplish something, and for most people, this is a very productive, positive work mode.
- 5) **Uninterrupted downtime.** Those times during the work day that are used to reenergize and regroup. Lunch or a mid-morning break may count IF they’re uninterrupted.



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