

TIME MANAGEMENT

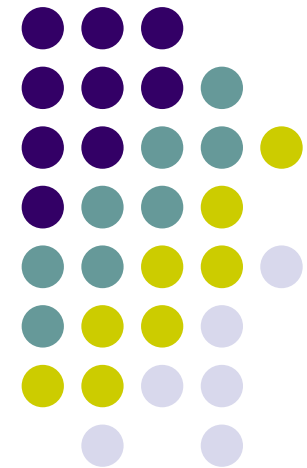
for the Coordination Unit

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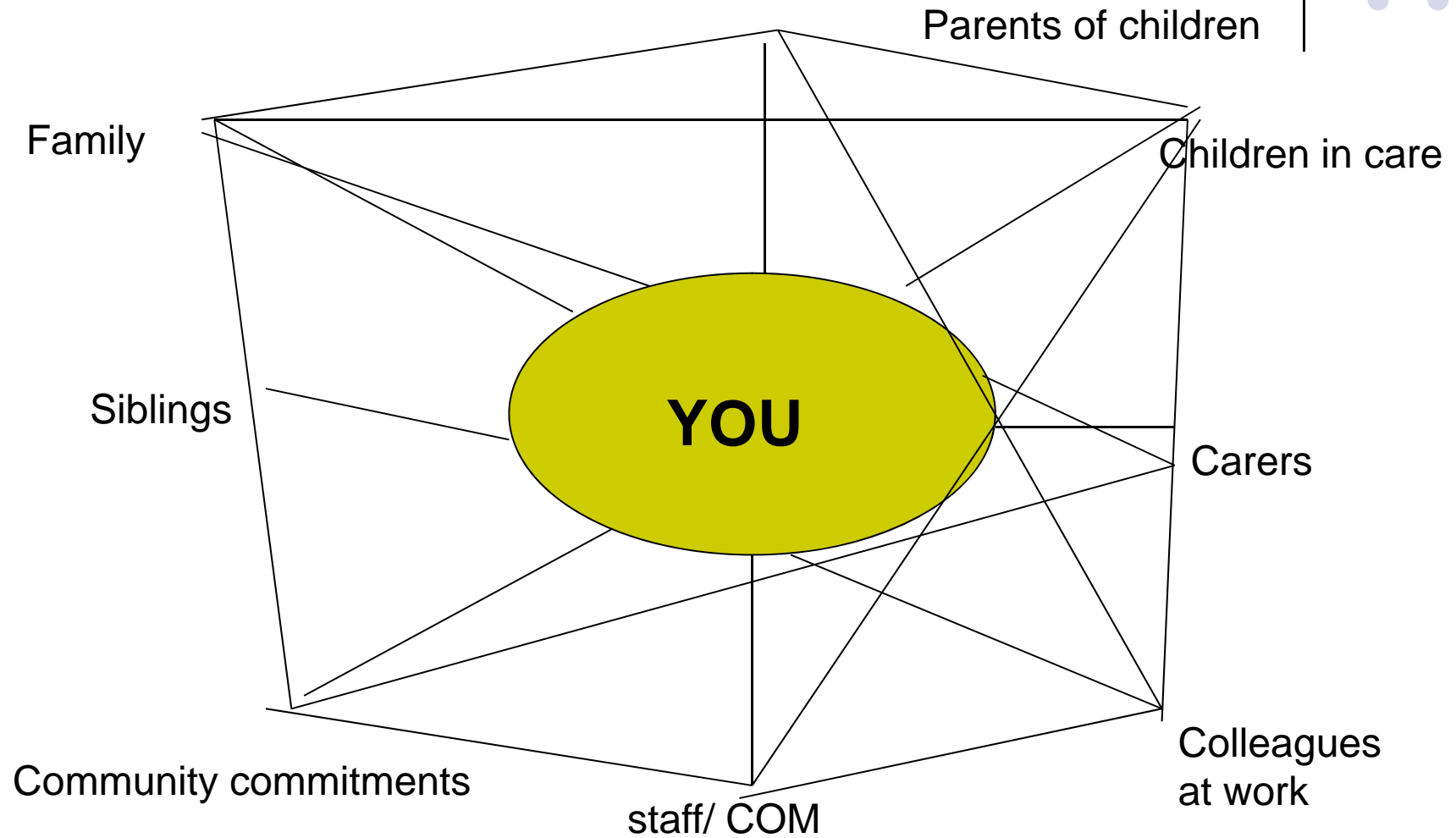


"I love deadlines. I like the whooshing sound they make as they fly by." **Douglas Noel Adams**

'I try to take 1 day at a time but lately several days have come at once'



Web of relationships





The ultimate goal of time management

Should be to enable us NOT to do more work in the extra time but rather have

More time for

- Relaxation
- Self

I am so busy. How can I keep up with all the latest theories?



- Professional Development
- Keeping up to date with trends
- Professional Connections
- Early Years framework
- New Regs 2009





**There is only one you.
Look after yourself no-one else will!**



**This is Louise Dorrat after she has met with the
Field workers, interviewed a new Carer, dealt
with a parent and balanced the budget**



1. We can either:

- Reduce the amount of time we spend on an activity or
- Structure the environment to reduce the demands placed on us

2. Being Assertive



Say what you think or feel without putting the other person down

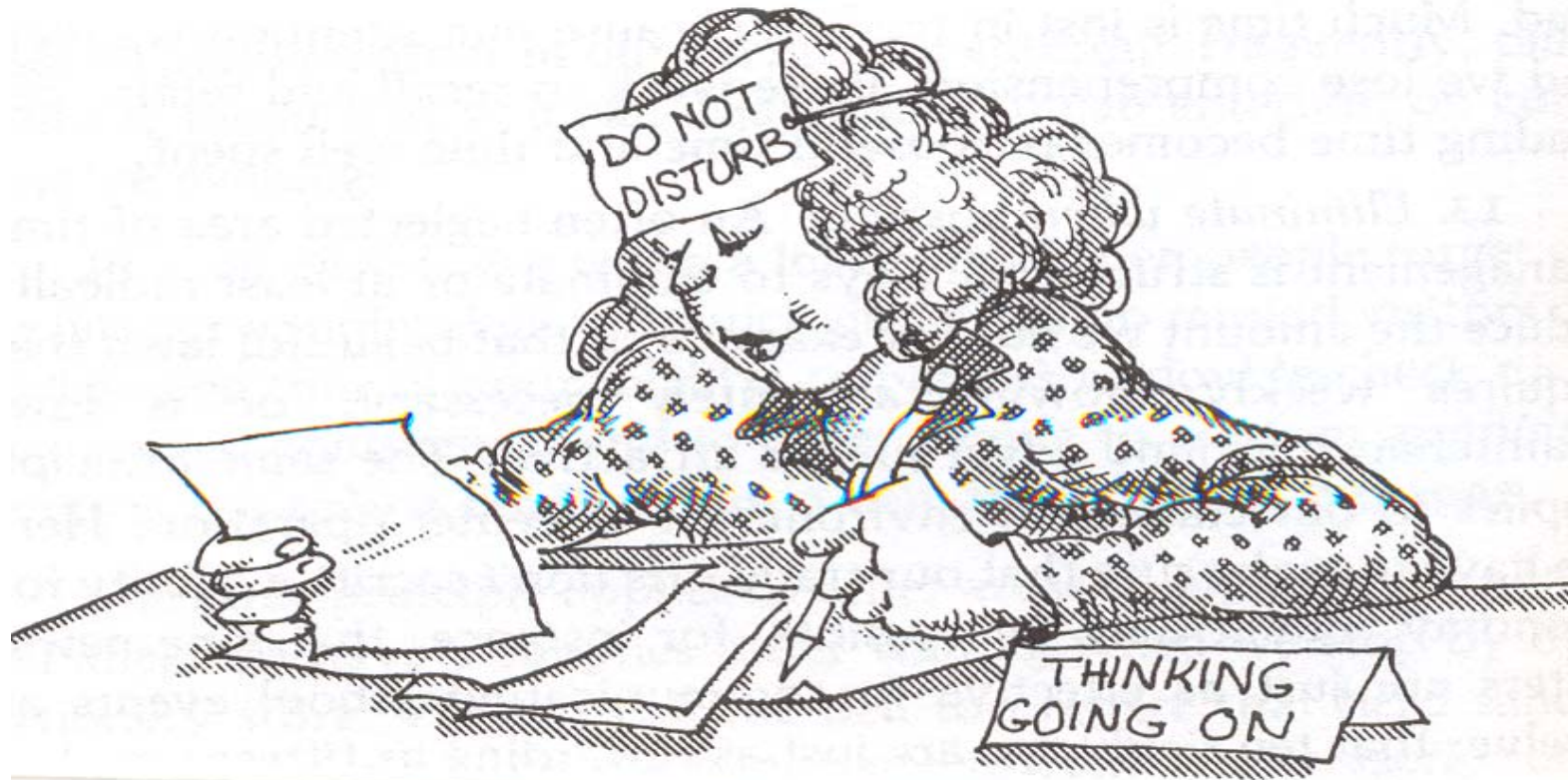


3. Prioritise



<p>A. Must do Important and urgent</p>	<p>B. Should do Important but not urgent <i>Don't let it become urgent</i></p>
<p>C. Could do Do you have to do it?</p>	<p>D. May never do For goodness sake get rid of it.</p>

Planned unavailability



This is Louise Dorratt focusing on *Urgent and Important*

4. Clear goals and objectives

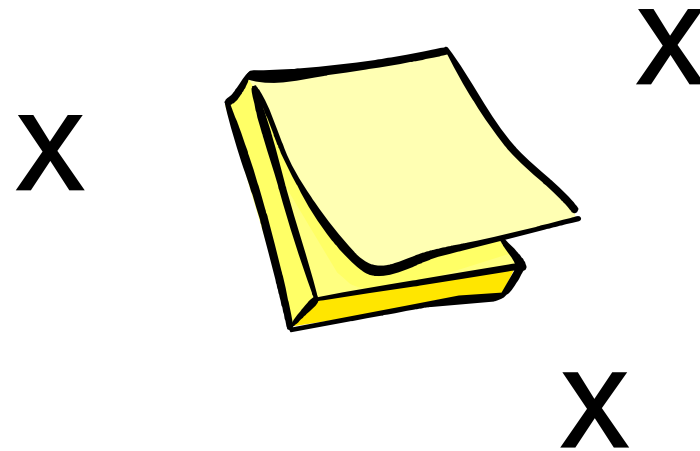


1. Writing down goals on paper
2. No vague dreams, be SMART
3. Then work out steps/actions to get there

5. Never handle a piece of paper more than twice



- Keep paperwork from accumulating
‘Louise Dorrat loves step files’



6. Delegate



“OOOHHHH but it wont be done right if I don't do it”

Who can't get rid of the monkeys on their backs?

7. Effective meetings



- For goodness sake,
START ON TIME and finish on time
- Shush that person up (politely)



8. Diaries and calendars

Effective time management is a matter of personal discipline, diaries are a planning tool

- Make your diary work for you...10 points

9. The Dog and Bone



1. Don't be afraid to organise a phone free hour for yourself
2. Keep calls brief and to the point. Stand up.
3. Don't play ping pong on the phone
4. Use the thing



5 steps to a successful day



1. Review yesterday
2. Preview tomorrow
3. Prioritise your tasks
4. Check your commitments
5. Ensure that your day incorporates your long term goal and objectives

10. All work and no play make Jack and Jill dull people



- Exercise regularly
- Eat healthily
- Get plenty of sleep



Good Luck with getting those monkeys off you back



References

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