

Be Resilient With Your Time

How much
time in a day?

86,400 seconds
1,440 minutes
24 hours

The key is to allocate time based on your work and personal priorities



1. **Focus** on the **Green**
2. **Attend** to the **Orange**
3. **Minimize** the **Reds**

3 Tips for Time Resilience

- **Use your calendar for everything** — projects, meetings, planning time and even breaks in your day.
- **Say no** to requests not in the Most Important or Most Urgent category.
- **Recognize time reality.** Projects usually take more time than you think — Build in extra time so you decrease stress levels.

MOST Important

Critical tasks that advance our work and life.

These are for: Ourselves

- Planning and creating ideas
- Relationship building
- Preventing problems from occurring

MOST Urgent

Emergencies that we view as having to get done.

These are for: Others

- Crises
- Putting out fires
- Deadline driven projects
- Take care of these & plan to not have them happen again

Least Important

These tend to be **distractors** which may be fun or even important but should not be overdone

- Web surfing
- Chatting with colleagues
- Meetings that are not vital

Least Urgent

These are **interrupters** that we need to attend to but usual overspend our time with such as:

- Checking email every 5 minutes
- Returning phone calls that can wait
- "Open door" drop-in visits

