



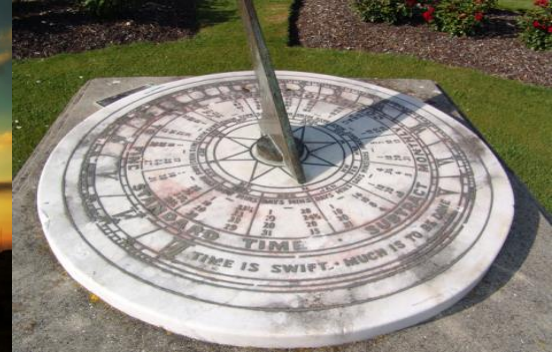
Thinking Outside the Clock: Time Management

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BAPTIST GENERAL CONVENTION OF TEXAS



365 Days — 52 Weeks

12 months 24 hours

60 minutes 360 seconds

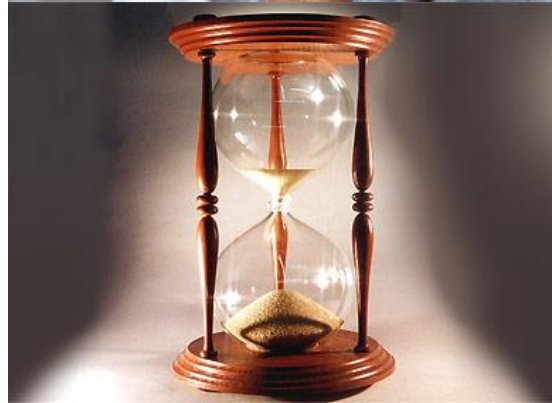
yet

NEVER ENOUGH TIME!!!

Planner for the Week of: _____ Weekly Goals: _____

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:00							
9:00							
10:00							
11:00							
12:00							
1:00							
2:00							
3:00							
4:00							
5:00							
6:00							
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9:00							
10:00							
11:00							
12:00							

The Ultimate Mom: Help, you're overwhelmed!



Time Management Resources

- Google search revealed 321,000,000 results for time management
- Amazon search resulted in 174,921 options



Time Wasters

- Disorganization
- Distractions
- Clutter
- No plans/direction
- No priorities



Time Wasters



- Fear
- Self-criticism
- Procrastination
- Interruptions
- Constant availability
- Lack of delegation
- Unable to say NO
- Get lost in details
- Lack of focus

Time Savers

- Organized
- To-do lists
- Calendars/schedules
- Prioritizing
- Plans
- Deadlines
- Goal setting
- Setting reminders
- Eliminate time wasters (like social media)



Time Savers



- Values
- Delegating
- Managing interruptions
- Boundaries
- Focus
- Making good habits
- Decrease perfectionism
- Value and respect time (yours and others)
- Have a positive outlook

Personal Differences

- Introvert vs. Extrovert
- Morning vs. Night person
- Medical issues (allergies, blood pressure, etc.)
- How you're wired (right vs. left brain)
- Strengths vs. struggles
- Family situations/needs
- Financial differences
- Environmental factors

Self Talk

I must

I have to.....

I should...

No one else will...

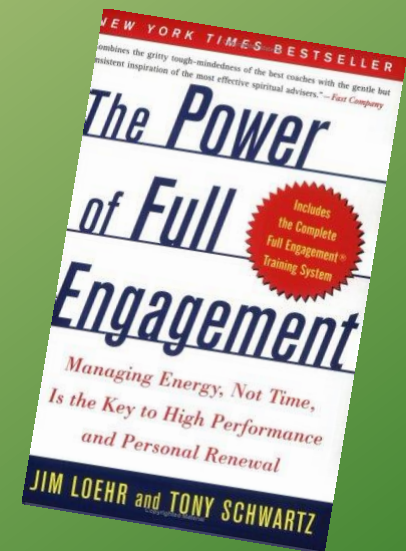
I'm expected to....

Everything must be perfect...



Manage energy, not time?

- Energy, not time, is the fundamental currency of high performance.
- To be fully engaged, we must be:
 - *Physically energized,*
 - *Emotionally connected,*
 - *Mentally focused,* and
 - *Spiritually aligned* with a purpose beyond our immediate self-interest.



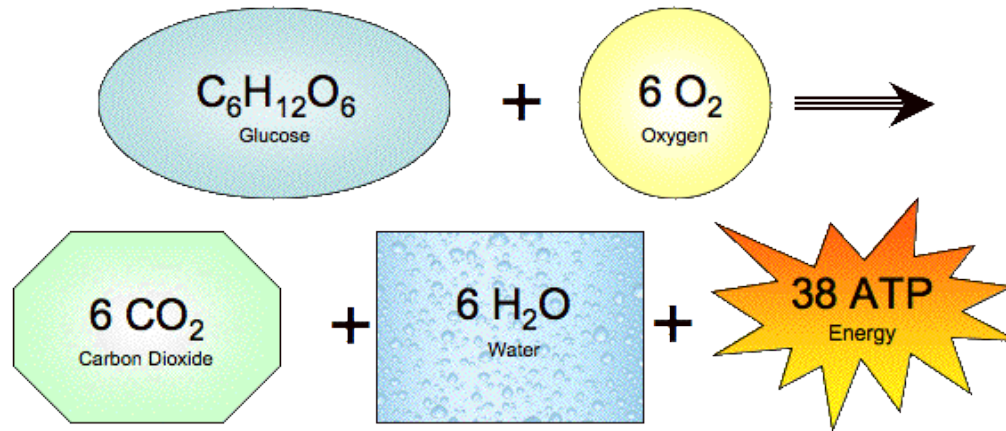
Manage energy , not time.

- 4 types of energy
 - Physical
 - Emotional
 - Mental
 - Spiritual



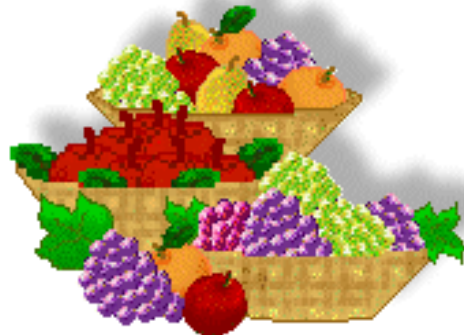
Physical Energy

- Fundamental source of fuel in life
- Derived from interaction between oxygen and glucose
- 2 most important regulators are breathing and eating



Physical Energy

- Eating habits
- Sleeping habits
- Drink water
- Exercise
- Take breaks every 90-120 minutes





Emotional Energy

- Pleasant and positive emotions increase energy
- Negative emotions decrease energy in regard to performance
- Positive emotions and ability to access them during stress promotes effective leadership



Emotional Energy

- Pleasant emotions can serve as a reward
- Key emotions fueling positive emotional energy are:
 - Self-confidence,
 - Self-control,
 - Interpersonal effectiveness, and
 - Empathy





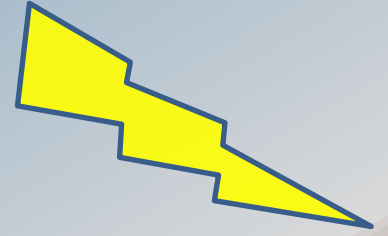
Mental Energy



- Used to organize our lives and focus attention
 - *Realistic optimism* (seeing the world as it really is while working toward positive solutions to problems) **best** serves full engagement
 - Need both challenge and rest in order to maximize and protect against mental decline
- 

Mental Energy

- Mental energy is supported by:
 - Mental preparation,
 - Visualization,
 - Positive self-talk,
 - Effective time management, and
 - Creativity.
- “Changing channels” permits different parts of the brain to work and increases creativity
- Physical exercise stimulates capacity



Spiritual Energy

- Provides
 - the Force for action,
 - Fuels passion,
 - Perseverance, and
 - Commitment
- Spiritual muscles include
 - Passion,
 - Commitment,
 - Integrity, and
 - Honesty
- Found through deeply held values - purpose beyond the self





Spiritual Energy

- Spiritual energy expenditure and renewal are deeply interconnected
- Sustained by balancing *commitment to purpose beyond self* with *self-care*
- Drives character
- Can override physical energy limitations



Crunch time!

- Know yourself and what you do well/and not so well
- Implement time saving tools that work for you
- Learn to maximize your energy potential

Thanks for the opportunity to share!

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Discussion Questions

- What do you consider to be your biggest "Time Waster"?
- What is one "Time Saver" that you could implement and how do you think the addition of this skill/tool might benefit your time management?
- What is one "self-talk" phrase that you could change to make a positive impact on your time management style?
- Which one of the 4 types of energy do you think you struggle with the most and why? What are some simple steps you can take to turn this struggle around?
- What can you take from today's presentation and apply to your own life that will make a difference for you?