

Work Smarter, Not Harder

Time Management and Prioritizing Your Day

Presented by

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Baldwin County Board of Education

Agenda

Importance of time
management

Defining what it means to
work smarter, not harder

Setting structure to your
day/week/month

Prioritizing and raising your
hand for help

Enjoying your work

Proper time management helps you work smarter, not harder

- By improving your time management, you will...
 - Increase your productivity
 - Reduce stress
 - Gain better control of your workflow
 - Meet deadlines more consistently



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Understanding what “working smarter” means

What working smarter is

- Increasing efficiency
- Using the right tools available
- Focusing on your tasks
- Leveraging your strengths
- Understanding when to say no

What working smarter is NOT

- Cramming more work in your day
- Not leveraging the tools given to you
- Focusing on work that is not yours
- Always saying yes to everything
- Getting as many tasks crossed off without any plan

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Set a plan but stay nimble

- Use a calendar and a daily/weekly to do list
- Having no goals or expectations for the day/week will leave you frustrated, feeling as you have accomplished nothing
- By doing the below, you will be able to identify your goal for the day/week:
 - Work with with your manager or accounting coordinator to identify any issues that arise that may keep you from staying on time and on task
 - Make a to-do list with most important items and items upcoming first at the top
 - Cross off items as you complete them
- Ensure your team continues to cross train in the event that you or a teammate is out for an extended amount of time, be prepared to jump in and support when asked to keep projects moving on time

How to stay on plan



Sometimes, plans change. It is important to stay nimble. However, a plan helps you manage the changes as they occur.



Encourage people to set meetings with you to help limit interruptions



Schedule regular check-ins with leadership to set time aside for questions, signatures, etc.

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Learn to prioritize and when to ask for help

- Work with your leaders to identify priorities and start your day with those items
- When new items come up, take count of the critical items remaining. If you cannot accomplish those and the new items, ask for support
- It is better to be honest about not being able to complete a task on time, then drop the ball when it is too late to ask for help



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Do this for you

- Empowering yourself with the tools for success is key to job fulfillment.
- Saving time is all about planning, managing, communicating and working smarter.
- Continue to be flexible.
- Lastly, remember to ENJOY YOUR WORK!

Questions?

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