

# Work Smarter, Not Harder

Time Management and Prioritizing Your Day

Presented by

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# 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
- Becoming more productive
- Leveraging your strengths
- Understanding when to say no

## **What working smarter is NOT**

- Cramming more work in your day
- 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 administration, teachers, and office staff to identify upcoming events that you will be involved in such as: collecting money, writing checks, issuing Purchase Orders, securing substitutes, securing bus drivers, etc. to ensure you have an idea of how to plan your days/weeks
  - Make a to-do list with most important items and items upcoming first at the top
  - Cross off items as you complete them



# 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 critical work 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, raise your hand for help.
- 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 for someone to step in 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 you planning, managing, communicating and working smarter.
- Continue to be flexible.
- Lastly, remember to ENJOY YOUR WORK!

# Questions?

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