



**Just Because  
You're Doing More  
Doesn't Mean  
You're Getting  
Anything Done**

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# Murphy's Three Laws plus one

- 1) Nothing is as simple as it seems
- 2) Everything takes longer than you think
- 3) Anything that can go wrong usually does
- 4) You can't save time; you spend time



# A little perspective

- 75% of Americans think that every third day is a bad day—that means everyone has four bad months every year. Change your attitude.
- The average person has 170-190 interactions per workday
- The average manager has 200+ hours of work on their to-do or wish list



# Time wasters

- Procrastination
- Interruptions by co-workers
- Waiting on other people
- Paperwork



# Even more time wasters

- Cluttered work area
- Social media
- Complaining



# Scheduling

- Schedule your priorities as opposed to prioritizing your schedule
- Don't let your schedule be dictated by others



# The time management matrix

	<b>Urgent</b>	<b>Not Urgent</b>
<b>Important</b>	Crises Deadlines	Relationship building Long-term planning
<b>Not Important</b>	Interruptions Some meetings	Busy work Socializing



# Utilize downtime

- Keep a list of short tasks which can be done in between other activities or while waiting



# Just say no

- What's in it for me?
- Is it more important than what I'm working on now?
- Remember you are also a student (or a faculty/staff)
- Remember you're (probably) not the only one who can do a job



# Focus your time

- Silence your cell phone, or at least don't answer it every 10 seconds.
- Make tomorrow's to-do list before you leave today, then leave paperwork or items related to #1 in the middle of your chair.



# Email management

- Start with a clean slate
- Set up filters
- Used canned responses



# Time it out

- Time how long it takes you to do some regular tasks & budget accordingly





# Group tasks together

- Handle things once (email, mail)



# Delegate

- Should YOU really be doing the job?
- Do others have the resources to do the task?
- Involve entry-level staff



# Celebrate

- Reward yourself



# A final thought

“The Lord gave us two ends – one to sit on and the other to think with. Success depends on which one we use the most.” – Ann Landers

