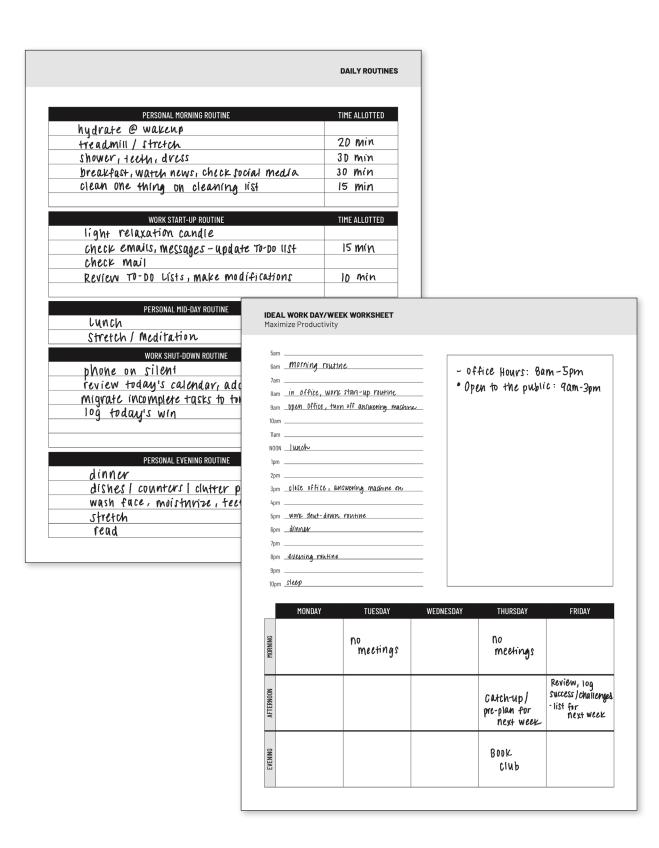
**SAMPLES -** DAILY ROUTINES · IDEAL WORK DAY/WEEK



**The Eisenhower Matrix** improves productivity by teaching you how to prioritize better. This technique helps you learn which activities are worth your time and effort, and which ones aren't.

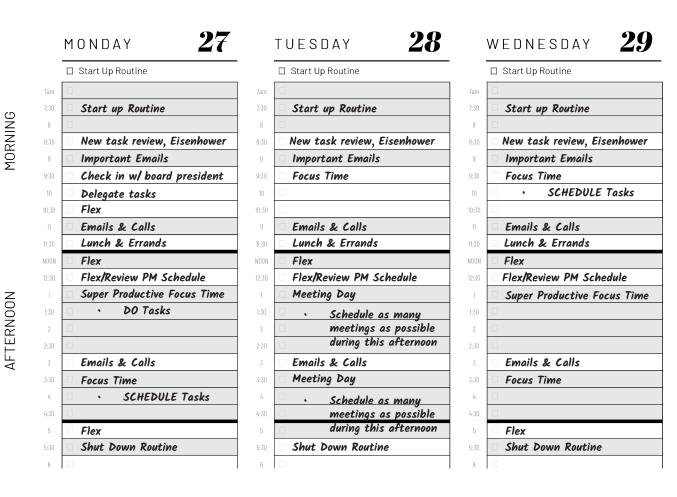
	URGENT	NOT URGENT	
MPORTANT	<b>DO</b> Do it now	SCHEDULE Schedule a time to do it later	
	This is crisis management. Reduce the time spent in this quadrant by doing more work in "SCHEDULE" blocks.	Work ahead. Spend as much time here as you can. It will require planning and strategic thinking.	
	Example:	Example:	
MPC	<ul> <li>Finish a grant due this week.</li> </ul>	· Attend a networking event	
=	· Prepare for a meeting later today.	<ul> <li>Put together a civic presentation for next week.</li> </ul>	
		· Start on a grant due next month.	
		<ul> <li>Respond to new requests to manage expectations</li> </ul>	
NOT IMPORTANT	DELEGATE Who else can do it? Board? Volunteer? Empower others!	LIMIT or eliminate  Limit or eliminate ideas and tasks that do not align with your organizations mission and goals. They may be worthwhile, but not a good choice if they stretch you too thin. Learn to say no!  Example:	
	Example:  Transcribe last week's  meeting notes		
	<ul> <li>Fold and mail stakeholder updates</li> </ul>		
TOI	· Organize files	· Sales emails / calls	
_	· Take photos for social media	<ul> <li>Request for copies of files on your website</li> </ul>	
	<ul> <li>Thank you notes to sponsors and donors</li> </ul>	<ul> <li>Serve on a planning team for a project outside of the district.</li> </ul>	

## **TIME BLOCKING**

**What is time blocking?** A time management strategy where you schedule blocks of time throughout the day or week to complete specific or similar tasks. When used in conjunction with start-up and shut down routines, it can increase work productivity.

Optionally, personal time can also be blocked to maximize your day-to-day schedule.

## Time Blocking Sample:



## Time Blocking Tips:

- The goal of time management is to manage your time and not let it manage you.
- When working throughout the day, your first instinct may be to immediately react to calls, emails, and needs. If YOU can reprogram your reactions and schedule them into the appropriate time block, you can better manage your tasks and time.
- The object of time blocking is to batch similar tasks together.
- Time blocking may be a good fit for you if:
  - Your find yourself multitasking, a lot
  - · You are easily distracted
  - You struggle with overworking
  - You're not sure where your time goes each day
- If your week is filled with meetings, time blocking may not work for you. However, many times we schedule meetings at the time someone asks for it rather than blocking them together. For example, if this is your time blocked schedule above and someone asks to meet on Monday, it may be as simple as saying, "I'm only available on Tuesday afternoon or Thursday morning" for them to agree to meet within one of your time blocks.
- Someone else's emergency is not always yours.

## How to Start Time Blocking:

- Spend a week tracking your time in 15-minute segments to see how you are currently spending your time and the tasks that you do repetitively.
- Group similar tasks together and add up the total time spent on them.
  - Returning emails
  - Returning calls
  - Current projects, activities, events
  - Grants writing, management, reporting
  - Review ETS/workplan
  - Meetings
  - Training volunteers
- Draft a weekly layout with tasks grouped together.
- · Leave some flex room.
- Consider scheduling time on Thursday afternoon or Friday morning to wrap up tasks and clear your plate for the weekend.
- Be ready to adjust as you figure out what works for you.
- Review tasks, assignments, and projects as they come in to determine their priority. Use the Eisenhower Matrix.

- **Be Flexible!** It may take some time and experimentation to figure out what works best for you. Be willing to assess what is working and what is not working for you and be willing to flex accordingly. You may find yourself combining methods or creating your own and that's totally ok! Make it work for you!
- **Be Consistent!** Effective planning is indeed creating a habit and should be part of your routine to be the most beneficial. Some people like to plan the next day at the end of the day prior while others prefer to with their morning coffee. The choice is up to you!
- Beginner Tip! Try not to over-plan your time You don't want to be checking your planner every 6 minutes to make sure you're on track. Start by writing down your highest priority tasks for each day and any meetings, but don't feel the need to assign something to every minute of the day. Perhaps try blocking them out by morning, afternoon and evening.
- Admin & Catchup Time are great additions to your planning arsenal. Things happen and tasks get moved around on the fly, and there are always those admin tasks that constantly get put on the back burner. Schedule in some time (or entire days if possible) to deal with these.
- Color coding with pens or highlighters for different categories (Personal/ Work/ Family & Friends) is a great way to quickly get a visual for what your day or week consists of, but keep it broad and stick to only a few categories for optimal productivity.
- In a hurry? Use the blank dot grid sections as a place to quickly jot things down when you're in a hurry. Refer back to these sections when doing your daily planning so you don't miss anything! You can also use washi tape or color coded dot stickers to help organize these sections.
- **Abbreviations or codes for repeated tasks** (think email checking, laundry day) take up less room and less time. Creating your own codes/abbreviations/icons can help declutter your planner and make your it your own.
- Make it Fun for you! Planning should not be stressful. It should help alleviate day
  to day stress, knowing everything is in one place. Make it fun add quotes, color,
  doodles, stickers, washi tape, photos; the possibilities are endless to make your
  planner fun!

MONTHLY DASHBOARD		
	<u></u>	

**TIP!** - You can divide these sections in more than the provided four!

4 Points Tasks

Weekly Reminders

Social Media Post Ideas

Volunteer/ Detailed Volunteer

Hours Tracker

Potential Volunteers

Potential Board Members

Potential Donors

**Expense Tracker** 

Income Tracker

**Business Visits** 

District Opportunities

New Idea Tracker

"Brain Dump"

Personal Tasks

Children Tracker

Home Chores

Meal Planner

Specific Activity Tasks

Memory Keeping

Roundtable Notes

Yearly Focus Progress

Media Tracker

Trip Planning