



10 TIPS FOR MANAGING TIME AND PRIORITIZING TASKS

- 1. Know yourself.** Keep a detailed log of how your time is spent. Identify what tasks take the most time, when you're most productive, and common time wasters.
- 2. Avoid multitasking.** Studies suggest that we can only focus on one project at a time and only for 40-90 minutes. [Multitasking](#) is a myth. Strive to "chunk" your time; trying to get everything done at once can result in nothing getting done at all.
- 3. Set goals and reward yourself.** Set [SMART](#) goals; break down each large goal into key tasks and smaller "to-do" items. To stay engaged, celebrate each milestone as it is achieved.
- 4. Use a prioritizing formula.** A structured format can help with important decisions concerning how to spend your time / what tasks to do first. [Sample formats](#) include Deadline/Payoff, Paired Comparison, Importance/Time, and Richard Bolles' Prioritizing Grid (discussed in [That Elusive Work-Life Balance](#)).
- 5. Invest time in scheduling.** Use calendars, task reminders, and/or [Gantt charts](#) to schedule your time. Chunk smaller or similar tasks together, but remember to build in some wiggle room, leave time for interruptions, and schedule regular breaks.
- 6. Be clear and concise when communicating.** Use e-mail subject line, to, and cc fields effectively (i.e., *subject line* links to email purpose, *to* notes key recipients(s), *cc* reserved for FYI). Ensure any requests for action are clearly stated, addressed to specific individuals, and include due dates. Leave clear and concise voice mails; don't assume someone has your phone number. Develop [appropriate/effective](#) agendas to guide meetings.
- 7. Make effective use of technology.** With such a wide range of technologies available pick something that will work for you – not what's "hot" today. Invest the time to fully understand every technology you use. Remember, low-tech solutions (e.g., tickler file) can sometimes work the best so don't rule those out.
- 8. Avoid management by crisis.** If you're always fighting fires, you're not productive. Plan your time and tasks effectively; don't ignore upcoming deadlines as they tend to "sneak" up. Remember – stress and emotions interfere with productivity and impact decision-making capabilities, so ask for help if you get overwhelmed and/or feel unable to cope.
- 9. Delegate effectively.** Only pass items on to someone who understands the task specifications/deadline and has the skills/capacity to complete it effectively. Build in some extra time to monitor progress and review the product.
- 10. Learn to say no.** If you can't complete a task, it's alright to say no. Be sure to provide a reason and work together to find solution (e.g., shifting priorities, delegating tasks, getting more resources).



UPCOMING COURSES

Make sure you read our [course catalogue](#). It is full of important information for students on program structure and policies.

Not sure what training fits for you? Contact our [Student Advisor](#).

Starting soon . . .

- **Personality Dimensions Level 1 Training - Jul 8th**
- **Administering and Interpreting Career Assessments - Jul 8th**
- **Ethics for Career Practitioners - Aug 5th**

Coming Fall 2015 . . .

- **Career Development Foundations, Emerging Theories, and Models - Sep 9th**
- **Researching Workplace Trends, Career Information, and Employment Possibilities - Sep 16th**
- **Helping Skills to Facilitate Career Development - Sep 23rd**
- **Group Facilitation Strategies for Career Programs - Sep 30th**

[Click here](#) for our full 2015 course schedule,

Keep in mind that we can arrange special sections of any course for intact groups; we also facilitate workshops on a wide variety of topics. [Contact us](#) to learn more.

DID YOU KNOW?



Life Strategies was uniquely privileged to have two representatives at the International Symposium on Career Development and Public Policy, held June 2015 in Des Moines, Iowa. Roberta Neault was there representing the Asia Pacific Career Development Association and Deirdre Pickerell was Chair of Team Canada and the Catalyst Presenter on Emerging Technologies. Learn more about the Symposium at <http://www.is2015.org/>

BC's Own Gregg Taylor, former President of the BC Career Development Association, was the class valedictorian for the Masters in Counselling Psychology Program, offered by our partner university - Yorkville University.



NEW RESOURCES

Upcoming Webinar

Roberta Neault is presenting 10 Tips for Supporting a Globally Mobile Workforce on Tuesday July 28, 7:00 to 8:30 Pacific Time. Register at www.asiapacificccda.org

International Symposium

Post-Symposium materials are now available. Access the final communicate, theme synthesis papers, and presentations from the [Symposium website](#).

Webinar Wednesdays

Although summer has begun, Life Strategies' Webinar Wednesdays are going strong. Up next:

Do You Have to Be One to Help One - July 8th

Values - July 15th



CONGRATULATIONS

6 students completed the **Psychometric Assessments "B" Level Qualification** training

- Gina Pereira
- Oscar Trad-Pizarro
- Adrian Byrne
- Budhiawan Galuh
- Jadwiga Binczak
- Ton Xu

3 students completed the **Job Developer** training

- Wendy Cox
- Bob Will
- Brin Murphy

1 student completed the **Case Manager** training

- Daniel Slinn

5 students completed **CMPP** specializations

- Sonia Cabral (CDP Essentials)
- Elena Cherkasova (CDP Essentials)
- Tracy McIver (CDP Essentials)
- Gina Pereira (GCDF and EVGP)
- Michael Sorsdahl (GCDF and EVGP)

