



## 10 TIPS FOR MANAGING TIME AND PRIORITIZING TASKS

### Coming FALL 2011

- 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).



We hope you'll join us in our upcoming courses.

Click on the course names below for more information.

#### Starting soon . . .

- [Fundamentals of Psychometric Assessments - Sept 7](#)
- [Managing Diversity at Work - Sept 7](#)
- [Researching Workplace Trends, Career Information and Employment Possibilities - Sept 7](#)
- [Group Facilitation Strategies for Career Programs - Sept 14](#)

#### CMPP Courses:

- [Career Development Foundations, Emerging Theories and Models](#)
- [Program Management](#)
- [Administering and Interpreting Assessments](#)
- [Helping Skills to Facilitate Career Development](#)
- [Ethics Essentials for Career Practitioners](#)

#### e-Courses:

- [Managing Diversity at Work](#)
- [e-Coaching](#)
- [Proposal Writing](#)
- [Marketing Programs & Services](#)
- [Start a Private Practice](#)

#### Certificate Courses:

- [Foundations for Practice in Educational and Vocational Guidance](#)
- [Look Before You Leap: Self-Employment Survival Strategies](#)
- [Job Developer](#)
- [Personality Dimensions](#)
- [Let's CHAT!](#)
- [Case Manager](#)
- [Consultants & Organizational Systems: Tips for Successful Interactions](#)

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

# DID YOU KNOW?



**JIST Publishing.** Many of JIST Publishing's popular pencil-paper assessments, including the BESI, CEI, and JSAI, are now available online. Learn more at [www.jist.com](http://www.jist.com)

Life Strategies will have a booth at the upcoming **Fraser Valley Chambers of Commerce Business and Showcase Mixer**. Plan to stop by our booth for some special treats and promotions. Tuesday Nov. 1 - for details please go to [www.langleychamber.com](http://www.langleychamber.com)

# NEW RESOURCES

***Dancing With Digital Natives*** is a must-read for anyone interested in generations in the workplace, especially Gen Y, and how this generation, and their exposure to technology, is changing the way business does business. Read more at [dancingwithdigitalnatives.com](http://dancingwithdigitalnatives.com)



## New Tip Sheets:

- [Career Management for Career Practitioners](#)
- [Happy Retirement](#)

## IN MEMORIUM

**In memory of Dan Parker**, Life Strategies Ltd. offers individuals the opportunity to apply for a bursary covering the associated fees of the Look Before You Leap: Self-Employment Survival Strategies 2 week e-course (e.g., course, textbook, and application fees). The goal is to assist individuals within the transportation or marine sectors to further their education in the area of self-employment.

This bursary will be awarded once a year in the month of August. For full details, please view our [website](#).

## STUDENT OF THE MONTH



We are thrilled to present Kristine Mendoza as student of the month for September 2011. Kristine brings a wealth of knowledge and experience to every course; she is an active contributor to the discussions and a delight to work with. Kristine has an MEd in Guidance and Counselling and a PhD in Psychology but, as a recent immigrant to Canada, recognizes the need for Canadian education/certification. As such, she enrolled in our program to earn the Global Career Development Facilitator – Canada credential and, in June 2011, was awarded the Registered Clinical Counsellor (RCC) credential. Kristine also recognized the importance of local work experience so has been working hard to connect with local employers. During a recent informational interview, with Roberta, we realized Kristine, with her advanced education and over 5 years of professional experience in curriculum development and facilitation, would make an excellent addition to our instructional team. So, while honouring Kristine as student of the month we are also thrilled to present Kristine as our newest LearnOnline instructor.

Kristine wrote, "I came to Canada a year ago bringing with me twelve years of service in the human resource, academe, and social welfare fields in the Philippines. I've worked as a consultant for human resources development, coordinator for the establishment of an early childhood care and development program, school and career counselor, trainer and university instructor, and psychologist specializing in neuropsychological evaluation and psychotherapy. My eclectic approach in clinical counseling includes building experiential relationships with clients resulting in life-changing dialogues, effective communication, and behavior change designed to improve mental health and personal and group relationships. My passion in human development has led me to explore the realm of career counseling as I wish to make a meaningful contribution to people's lives and careers. I bring the promise of enriching inter-cultural and global perspective of career management to better serve diverse clients.

The challenge of a lack of Canadian education and experience did not deter me from exploring related jobs and hidden market. I enrolled in the Skills Connect program at Douglas College where I was assigned an exemplary Career Consultant who gave me significant leads. His referral led me to enrol in the courses offered by Life Strategies and contact Dr. Roberta Neault for an informational interview. Now, what a story I have to share with my own clients; that informational interview, along with my performance in all my course work, resulted in the opportunity to teach within the Life Strategies LearnOnline programs. It was something I'd never anticipated yet, with Life Strategies Ltd. and the rest of Dr. Neault's team, my professional journey here in Canada is proving to be a promising one!



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