



Time Management

A Practical Approach



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Welcome!!

Outcomes

- Help participants think about how their day, week, and month are managed
- Help participants be more effective in managing their time
- Provide a few tools and ideas to support each participant
- Improve productivity and efficiency in manufacturing

Agenda

- Introduction to Time Management & It's Advantages
- Identifying Time Wasters
- Activity
- Time Management Principles and Tools
- Setting Goals and Priorities (including scheduling and planning)
- Activity

Why Should We Care?

Advantages of Good Time Management

- Improved Focus
- Decreased Stress
- Increased Productivity
- Positive Reputation
- More Confidence

What is Good Time Management

- Planning Tasks based on Time Available
- Prioritizing tasks with a good priority system
- Accurate Communication of Expectations/outcomes
- Using our Time Efficiently to be on time with a good product

Planning! Prioritizing! & Communicating!



First... What are some time wasters?

- Unclear Priorities
- Unnecessary Meetings
- Poor Planning
- Excessive Paperwork
- Interruptions and distractions
- Multi-tasking
- Others???

WHAT IS YOUR BIGGEST TIME MANAGEMENT CHALLENGE??

Multi-Tasking: Fact or Fiction?

Multi-tasking exercise

- **WHEN ASKED TO START:** On a piece of paper write:

- *I know how to multi-task*
- Below each letter write numbers in order

I know how...

123456789...

start

- This time write a letter then the number then a letter then a number

I	K	N
1	2	3

What are some tools to improve?

Prioritization Techniques

- Urgent vs important (Eisenhower Matrix)
- ABC method
 - (A = High, B = Med, C = Low)
- 80/20 Rule
 - Focus on highest impact

Eisenhower Matrix		
	URGENT	NOT URGENT
IMPORTANT	Do Immediately	Schedule
NOT IMPORTANT	Delegate	Do Later / Delete

Do you have control of your prioritization? Do you think of prioritizing like the matrix or by...

- Who's asking
- Who's screaming

Group Work!

- Think – Pair – Share
- Think about areas you want to improve (1 minute)
- Share those areas (3 minutes)
- Discuss tools needed (3 minutes)

Tools to Improve

Prioritization Techniques

- To Do List / Action List
 - Customer, Priority, due date, next steps, status
 - Use Filters; sort the actions – but don't waste time playing with the action tracker!
 - Use conditional formatting to show complete, open and overdue

	C	D	E	F	G	H	I	J	K	L
1			Today		9/12/2025					
2	Action ▾	Project ▾	Customer ▾	start ▾	Due ▾	Quadrant ▾	Priority ▾	Update / next steps ▾	Open / Close ▾	time on calendar
3	Automation Training	AV	Sam		12/31/2025	II	Med	Draft workshop agenda complete. Need three activities. sort through cost and value of them. Look at what xxx has done. Consider what ABC is doing.	open	partial
4	elmwood		Shawn		3/3/2025	I	High	compile data from visit into report; schedule visit	closed	yes
5	Clark write up for Growth Assessment.		Melissa		2/15/2025	II	Med	compile data from visit. Presented 1/28. Note: Delayed due to illness.	closed	no
6	Impact of report	ESI	BCC		11/30/2025	I	High	ECD 12/31/25. Final report given, Impact needed.	open	yes
7	LEAN update - better product; yellow belt?		consultant					yellow belt exists - Tony owns.	closed	
8	Leadership WRC - multi meetings	WRC	p&j		8/15/2025	II	Med	prep for delivery, 1/month cadence	open	partial
9	contact Tara	XYZ company	E4S		1/4/2024	IV	Low	ask XXX to handle this task	open	no
10	SPC delivery slides for workshop	workshop	able		11/3/2025	II	Med	pull from prior work; find work, compile	open	yes
11	PPT slides for time management	WBS	Kimber		9/9/2025	II	Med	pull from prior work and leadership doc. Put into PPT; add pics.	closed	yes

Tools to Improve

Planning and Scheduling

- Set daily and weekly goals
- Time Blocking
 - Be realistic with time required
- Plan for unexpected delays
- Set aside times for responding to emails, texts, VMs
 - Remember the urgent important matrix
- Set times for...
 - Meetings – ALWAYS have an agenda with TIMES!!
 - “drive bys” “do you have a minutes”
- Map out your day; can you save travel time?

Tools to Improve?

Hardware

- Use color coding for quick reference
- Carry a notebook or use your electronic device
 - Which is quicker?
- Send yourself To Do notes
- Look at your To Do notes
- Use sticky notes on your hardware if that works for you!
- Different tools work for different people
 - Excel; MS Project; Monday.com
 - Shared folders – you know where to look for most current info

Tools to Improve?

Managing Interruptions

- Yes! Some of them are your job... but you can still manage them
 - Phone calls, emails, texts, drive bys, all are interruptions!
- Develop your employees to handle minor items
- Request people to hold non-urgent items until set meeting / tag-up times
- “condition” people to expect responses at certain times – don’t let them condition you! (if you own a dog, you know what I mean 😊)
- Can you work from multiple areas?
- Can you have less of an open-door policy?

What are some tools to improve?

Help Others Help You

- Work with your team to understand more about time management and what “wastes” time
- Develop your employees to handle minor items
- Take short breaks for better focus
 - Walk around and think if stuck on a task
- Get buy-in on your time management techniques – be transparent about them!
 - Can times be coordinated for DND, calls, etc?

Group Work!

- Each group is a work team (7 min)
- Simulate a discussion to collaboratively improve everyone's time management
 - Ask what would help others – and listen to their response. Give yourself a turn
 - What are common asks? What would help everyone?
 - What are some compromises?
 - What are some changes to improve
 - What are some “best practice” keepers?
- *What are the Improvements that surfaced from the communication?*

Final Tips and Best Practices

- Make sure your goals are S.M.A.R.T. goals
- Review and adjust your schedule regularly
 - Look for recurring reasons for needing adjustment
- If something isn't working – change it! We all work differently
- Keep your axe sharp
- Communicate with others on ways the team can improve time efficiency!!

Questions?

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