### PLAN TIME TO PLAN
- Take time to plan things well in advance that may not be urgent at the time but are very important.
- Evaluate workforce needs.
- Identify potential obstacles in parts of the plan and do contingency planning.
- Create management plans to work from.
- Determine clear objectives and strategies with solutions to obstacles.

### PRIORITIZE – SHORT AND LONG TERM
- Use A, B, C, D priority method and have a set criteria established for each one.
- Break your own tasks into subtasks (compartmentalizing).
- Refer to management plans.
- Understand goals/objectives.
- Important/urgent should be highest priority.
- Not urgent/not important are for your wish list.

### BUILD BUFFERS INTO SCHEDULE
- Remain flexible where possible. Most plans don’t work out the way you think, so have realistic expectations and don’t be too rigid.

### SET CLEAR EXPECTATIONS FOR ALL WORK
- Set deadlines with realistic expectations.
- Clearly communicate your priorities.
- Remember: Too many priorities = no priority.
- Know when to say no, but also know when to ask for help.

### DETERMINE THE APPROPRIATE QUALITY LEVEL OF WORK THAT HAS TO BE DONE
- Realize that most of what we do needs to be done as best as possible but recognize not everything has to be perfect.

### HAVE MEETINGS WHEN NEEDED
- Set meetings well in advance.
- Have an agenda.
- Get out of meetings if appropriate.

### DELEGATE
- Factor in the competence level, motivation level, developmental opportunities, workload, and importance of the project.
### CHALLENGE: TIME MANAGEMENT

#### The Role of the Supervisor

| Make decisions to intentionally balance work and life | ✓ Manage time for annual leave.  
✓ Leave work at work – commit to it and model it!  
✓ Eat (at least) some lunches away from your desk. |
| --- | --- |
| Set time for tasks without distractions | ✓ Set an open/close door policy.  
✓ Choose 2 or 3 times each week for a couple of hours (each time) for do-not-disturb time unless there is an emergency. This will give you chunks of time to be fully engaged in your work and create maximum focus. |
| Have appropriate tools/best technology | ✓ Make the most efficient use of time by having the required resources and technology to get the job done as fast and efficient as possible. |