

# Tick Tock! Time to Exert Your Control of 1,440 Minutes

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## Disclosures

- Brian I. Kawahara - no disclosures
- Nancy A. Alvarez - no disclosures

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## Learning Objectives

1. Identify which activities lead to optimal investment of time spent.
2. Identify 2 strategies to optimize the use of 1,440 minutes/day.
3. Assess or analyze a situation where you need to say "no" to a project or invitation
4. Create 2 statements to use to graciously decline an invitation to participate in an activity

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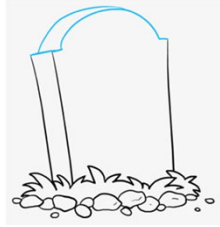
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### Tombstone Exercise



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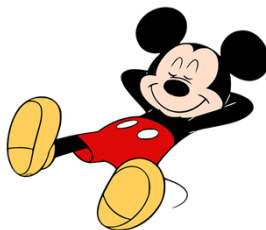
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**So how can you change your behavior?**



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**Time Investment Impact - On YOU?**

*Positive*                      *Negative*

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**Think: 1 min.  
Pair/Share: 1 min. each**

**Reflect on a time when you felt out of control or anxious due to poor decisions relating to the use of your time...**

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**How has lack of control of time detracted from your well-being?**



<http://clipart-library.com/clipart/132980.htm>

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<http://clipart-library.com/clipart/n1567956.htm>

## Using Covey Time Management Matrix

**Instructions**  
 Categorize major life events  
 Assign to respective matrix quadrants  
 Assess what you see

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## Matrix Review



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**“If I had 8 hours to chop down a tree, I’d spend 6 hours sharpening my axe.”**

**- Abraham Lincoln,  
 16<sup>th</sup> President of the  
 United States of America**

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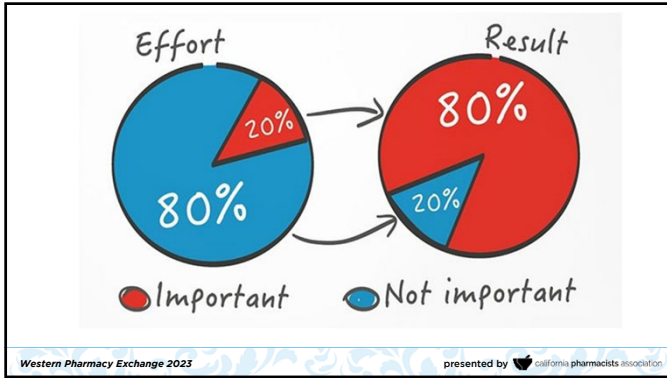
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**Time Management Grid**

**URGENCY**

<b>I M P O R T A N C E</b>	I	II
	III	IV

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**Time Management Grid**

**URGENCY**

<b>I M P O R T A N C E</b>	<b>Urgency – HI</b> <b>Importance – HI</b> I	<b>Urgency – Low</b> <b>Importance – HI</b> II
	<b>Urgency – HI</b> <b>Importance – Low</b> III	<b>Urgency – Low</b> <b>Importance – Low</b> IV

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**Which Is the Best Quadrant?**

**URGENCY**

I	II
III	IV

I  
M  
P  
O  
R  
T  
A  
N  
C  
E

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**Which Is the Best Quadrant?**

**URGENCY**

Crisis I	Zone II
Disturbances III	Escape IV

I  
M  
P  
O  
R  
T  
A  
N  
C  
E

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**Which Is the Best Quadrant?**

**URGENCY**

Manage I	Focus II
Avoid III	Limit IV

I  
M  
P  
O  
R  
T  
A  
N  
C  
E

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### Think (1 min) Pair/Share - (1 min each)

What is an activity/task today for which you wish to say no?  
Write down what to say to decline invitation

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### Why do people procrastinate?



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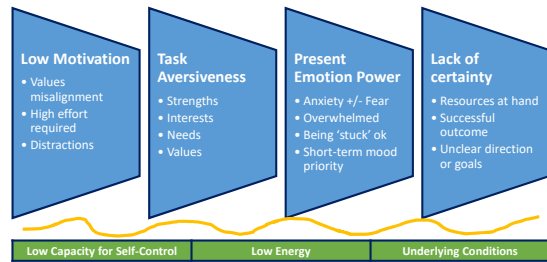
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### Reasons for Procrastination



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Photo by Jack Hamilton on Unsplash

# Eat that frog!

Time investment strategies to mitigate procrastination

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## Frog Eating Tips, Tools, Ideas



Photo by Jack Hamilton on Unsplash

- Get curious - notice when, how, & why
- Align values, interests, strengths, &/or needs
- Start a path, set realistic goals & manageable steps
- Do not let "perfect" impact progress
- Exhibit self-compassion for mistakes
- Identify an accountability buddy
- Reframe goal to harness loss aversion vs. gain of reward
- Value future outcomes - visualize them

LO 2

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## What are your "frog eating" suggestions to add?



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# Think: 1-2 items from list Pair/Share: 1-2 items from list

*What will you implement now and why?*

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## Saying 'no' is a hard thing to do?

- Worry about what others think
- Fear of missing out
- Worry about letting another down
- Desire to avoid conflict or confrontation
- Do not want to hurt feelings of others



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## Saying 'no' considerations

- Your vision - what is important to you
- Consequence of saying yes - vision
- Accept that "no" is okay to say
- Be brief - respectful - helpful
- Select optimal medium to communicate



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### Think: 1 min. Pair/Share: 1 min. each

*What is an activity/task today for which you wish to say no?*

**Write down what to say to decline invitation**

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### Resist the temptation to say YES gracefully!

- "I want to say no because <INSERT>
- "I have a competing priority and need to focus"
- "I appreciate your invitation to participate, and I am unable..."
- "I would like to think about this first and get back to you..."
- "I am saying no because this work does not leverage my talent"
- "I know I am saying no to this because I am saying yes to..."
- "I am not the optimal person for this task. May I connect you to..."
- "No, I can't"

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### Return on Time Investment (ROTI)

- It is critical to master our allocation of time
- One year = 525,600 minutes
- 50-year career = 26.28 million minutes



Work until 70 years old  
7,467,840 minutes



Work until 70 years old  
1,839,600 minutes

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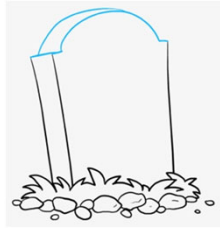
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### Tombstone Exercise



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The Time You Have (in Jelly Beans); [https://www.youtube.com/watch?v=B0ksW\\_NabEk](https://www.youtube.com/watch?v=B0ksW_NabEk)

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