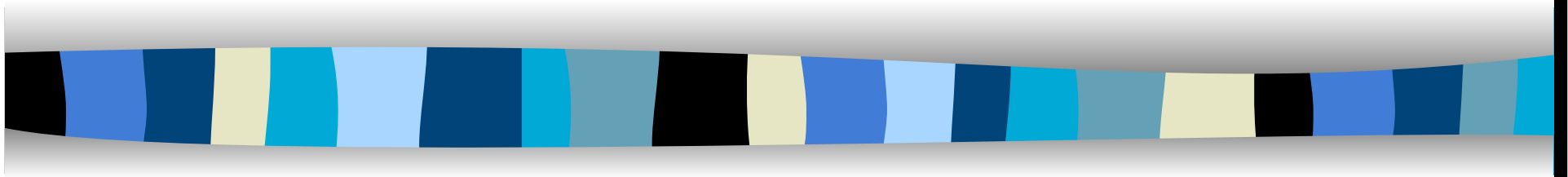


# Time Management

## HBCU-UP LDI Session 3



Costello L. Brown

August 5, 2010



# Time Management Strategies for Academic Leaders\*

By: Christian Hansen, Ph.D

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- **Tracking Your Time Effectively**
  - **Creating a Time Management Plan**
  - **Prioritizing Tasks**
  - **Benefits of Time Management**

\* [www.facultyfocus.com/.../time-management-strategies-for-academic-leaders/](http://www.facultyfocus.com/.../time-management-strategies-for-academic-leaders/) -



# TIME MANAGEMENT QUADRANT

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## Quadrant 1

### URGENT AND IMPORTANT

- 1.
- 2.
- 3.
- 4.

## Quadrant 2

### IMPORTANT BUT NOT URGENT

- 1.
- 2.
- 3.
- 4.

## Quadrant 3

### URGENT BUT NOT IMPORTANT

- 1.
- 2.
- 3.
- 4.

## Quadrant 4

### NEITHER URGENT NOR IMPORTANT

- 1.
- 2.
- 3.
- 4.



# Some Helpful Hints

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1. *Spend Very Little Time in Quadrant 1. (firefighting)*
2. *Spend Most of Your Time in Quadrant 2. (planned, peaceful, calm and preventive)*
3. *Spend as Little Time as Possible in Quadrant 3 and Quadrant 4 (distractions and trivial time wasted)*
4. *Keep an Accurate Time Log or Diary for a Week (to Determine How You Actually Spend Your Time)*



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## **References**

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