Briefly a moment to jot down where your time goes during an average workday.

- Beginning from the time you usually wake up to when you go to sleep, list out the tasks and activities you are usually doing daily.
- Notice about how much time is dedicated to each task.

## Activity: Time Audit

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## Discussion: Where does your time go on an average workday?

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Looking at your schedule, ask yourself:

1. Is there a way for me to **take one 5-minute break**?
2. Is there a way for me to **end work on time** some times this week?
3. Is there a way to **take one task off** my to-do list this week?

# Time Audit

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# Time-saving ideas:

Practice organizing your tasks by urgency and importance.

- **Urgent** tasks that are time-sensitive and have a set deadline.
- **Important** tasks are tasks that are highly valuable to *you and/or* require *your* unique skill set.
- Pull out your **calendar**, your **to-do list** and **4 colored markers**/highlighters for the next activity

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# Urgency & Importance

**Urgent & Important**
A task **must be prioritized** if it has a hard deadline, requires your unique skill set and is highly valuable to *you*.

**Not Urgent, Important**
A task **can be planned** to do later if the deadline is flexible and it's highly important to *you*.

**Practice organizing your tasks**

**Urgent, Less Important**
A task **can be delegated, automated, systemized or completed with help** when it has a hard deadline, but does not necessarily require *your* unique skill set to be completed.

**Not Urgent, Not Important**
A task **can be removed** (temporarily or permanently) if it has no deadline and is not important to *you*.

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# Urgency & Importance

**Urgent & Important**
What is an example of a task that must be **prioritized** by you?

**Not Urgent, Important**
What is an example of a task **can be rescheduled or planned to do later**?

**Practice organizing your tasks**

**Urgent, Not Important**
What is an example of a task **can be delegated, automated or completed with help**?

**Not Urgent, Not Important**
What is an example of a task that **can be removed** (temporarily or permanently)?

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# Urgency & Importance

| Urgent & Important | Not Urgent, Important |
| --- | --- |
| Completing your monthly report before the end of the week. | Reschedule a networking meeting for next week. |
| **Practice organizing your tasks** | |
| **Urgent, Less Important** | **Not Urgent, Not Important** |
| Updating your contacts list. | (Mindless) social media scrolling. |

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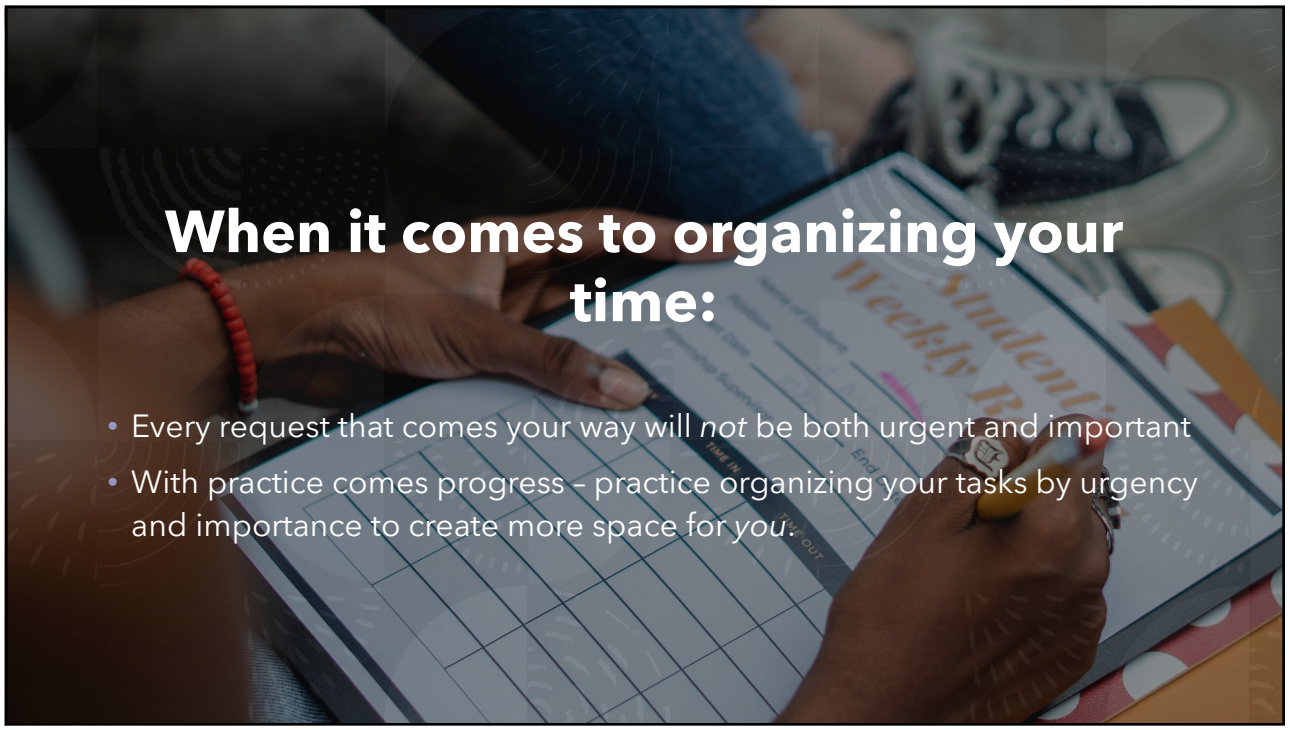


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## For next time:

**Practice (re) organizing your tasks.**

- Which tasks can be planned, delegated or removed from your plate this week?
- What do you want to do with the time you've created for yourself?

**Next session:**

**Resourceful Task Delegation**

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# In this session, we will discuss:

| | |
|---|---|
| Discuss | Discuss what it means to give and accept help |
| Explore | Explore task delegation opportunities |
| Create | Develop ideas to begin including more delegating and systemizing into your work |

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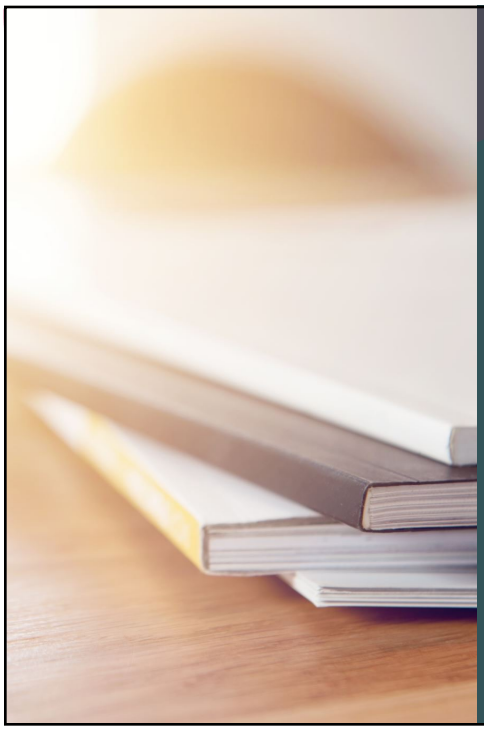

# During this workshop:

- Have your **notebook** or **journal** nearby!
- Everything included in this workshop is **voluntary** – do what **feels comfortable** for you
- **It's okay** if you do not have all the answers yet

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# What you'll need today:

- Optional: 2 colored markers/highlighters
- Have your schedule and your to-do list handy?
  - Have your daily planner and your to-do list available for today's session around task delegation

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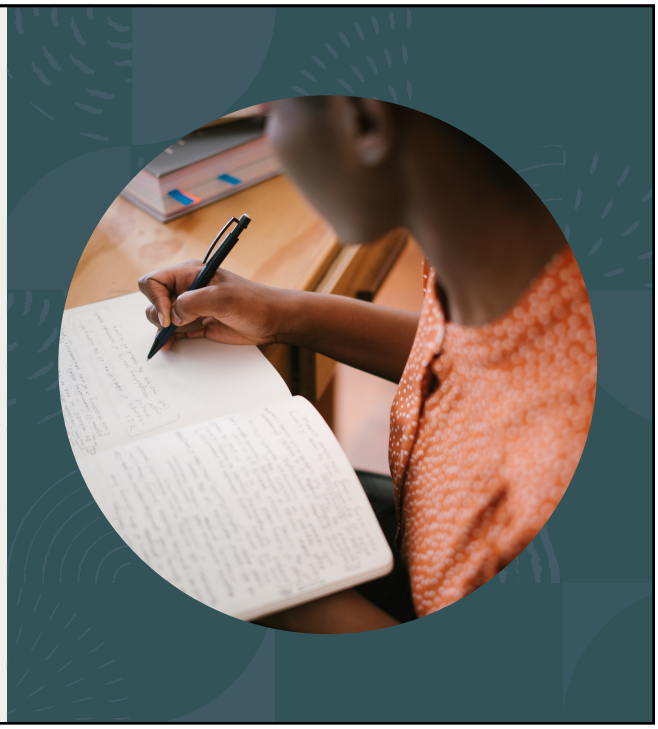
# Self-Reflection: Journaling Exercise

- **What comes up for you when you hear the word "delegation"?**
- **Describe the last time you asked for or received help with a task. What happened?**



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## It can be hard to delegate because:

- Your unique skill-set and experience
- Difficulty finding time to teach and train
- Struggle with trusting others
- Short staffed – high turnover
- Everyone's plate it full – who can I ask?
- Feel like you have to do it all
- "I can just do it . . ."
- What else?

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