

RealCareer™
Employability Skills Program

Time Management

Scenario: You have a really busy day with many things to do at work and in your personal life. You work in the marketing department at a local company. The final layout of the annual catalog is due today to your manager, Stan, by 5pm. You are easily distracted and have a hard time keeping focused when busy. Here are the tasks you have noted to accomplish today:

- Go out to dinner to celebrate your friend Madison's birthday
- Meet with the catalog photographer, Al, to make sure you have final digital copies of all catalog photos
- Meet with the product manager, Julio, to double check pricing accuracy in the catalog
- Clean off your desk so you can find files quicker
- Read personal email
- Check your Facebook
- Schedule a meeting with your manager, Stan, to review the final layout
- Answer your work emails received today
- Go grocery shopping

Points of view to consider

- You, the employee
- Stan, your manager
- Madison, your friend
- Al, the photographer
- Julio, the product manager

Key questions

- Using good time management strategies, prioritize your task list into these four areas:
 - What is urgent and important?
 - What is important but not urgent?
 - What is urgent and not important?
 - What is not important and not urgent?