



# Tackle the 3 "P"s of Time Management

Presented by  
Susan Kousek, CPO®  
Balanced Spaces®, LLC  
703-742-9179

[skousek@balancedspaces.com](mailto:skousek@balancedspaces.com)

[www.balancedspaces.com](http://www.balancedspaces.com)

# The 3 “P”s of Time Management

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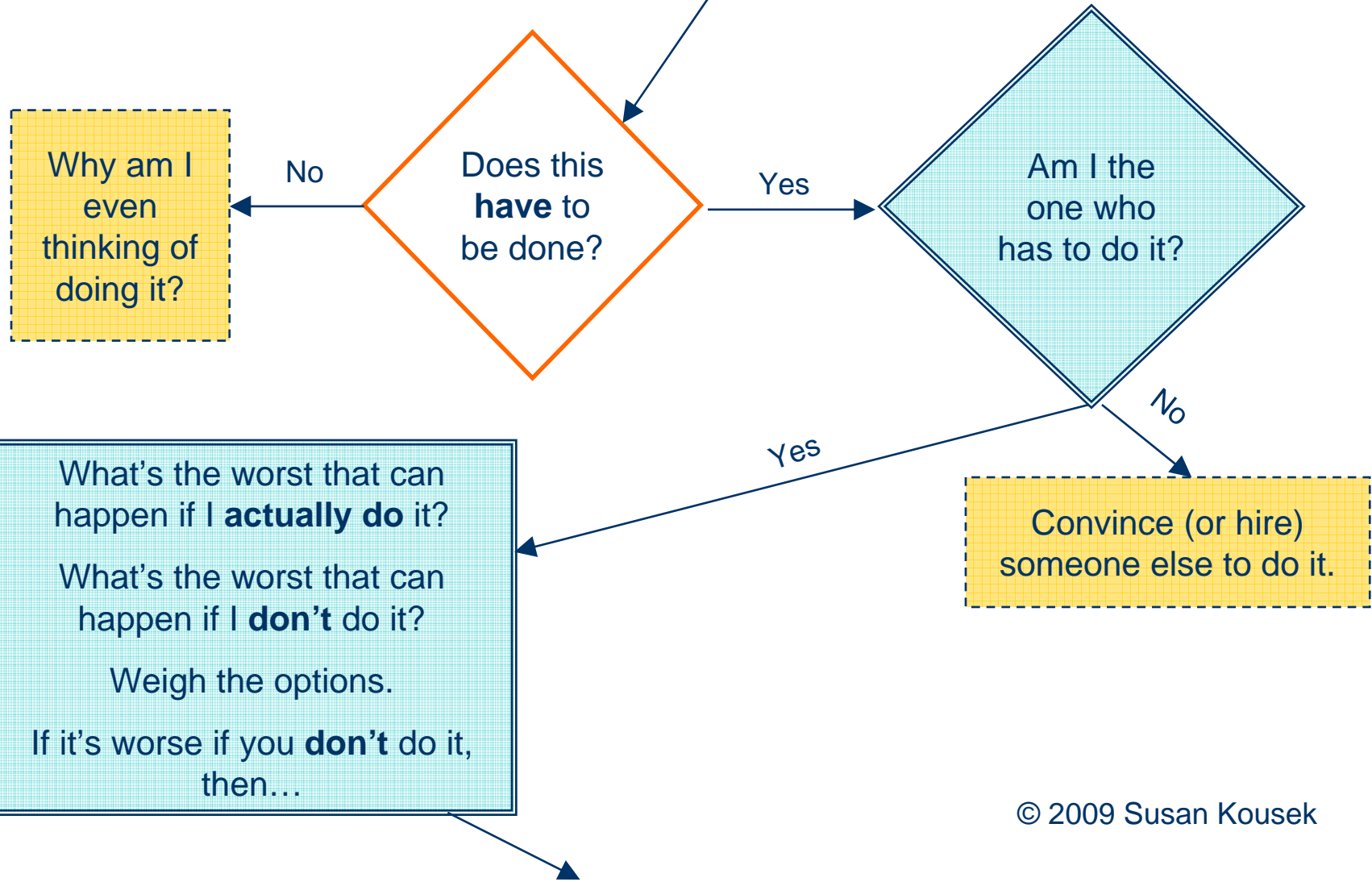
1. Procrastination
2. Prioritizing
3. Processing

# 1. Procrastination

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- Why we procrastinate
- How to deal with it

Unpleasant task



Ask yourself:  
*Why am I procrastinating about this?*

1. Too big a project to fit into my day
2. Too overwhelming
3. Don't know what to do or where to start; fear of failure
4. Not enough time to do it perfectly
5. Hate doing it

Ask yourself:  
*What solutions can I find to counteract the reason(s)?*

1. Break it down into small tasks.
2. Get that first small task on my "to do" list or in my tickler file; schedule one hour to start on it.
3. Ask for advice or help.
4. Tell myself "the first draft doesn't have to be perfect". Progress, not perfection.
5. Get it over & done with; plan a reward.

# Ask yourself: Why am I procrastinating? What solutions can I find to counteract that?

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## Reason

1. Too big a project to fit into my day
2. Too overwhelming

## Solution(s)

1. Break it down into small tasks
2. Get that first small task on my “to do” list or in my tickler file.
  - Schedule one hour to start on it
  - Set a timer

## Reason

## Solution(s)

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3. Don't know what to do or where to start; fear of failure

3. Ask for advice or help.

4. Not enough time to do it perfectly

4. Tell myself "the first draft doesn't have to be perfect. Progress, not perfection."

## Reason

## Solution(s)

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5. Hate doing it

5. Get it over & done with.  
– Plan a reward.  
– Think about how good you'll feel once it's done!

## ***To help yourself along the way, ask:***

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- What is the short-term pleasure of not doing it?
- What is the long-term pain of not doing it?
- How will I feel if I don't do it?
  
- What is the short-term pain of doing it?
- What is the long-term pleasure of doing it?
- How will I feel once I've finished?

# Exercise

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## – Procrastination

- What one thing are you going to stop procrastinating about?
- What is the first step you will take related to that task?

## 2. Prioritizing

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- Make decisions based on goals
- How to prioritize
  - Using lists
  - Using tickler file



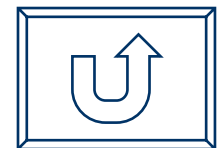
You can't do it all...



Lists



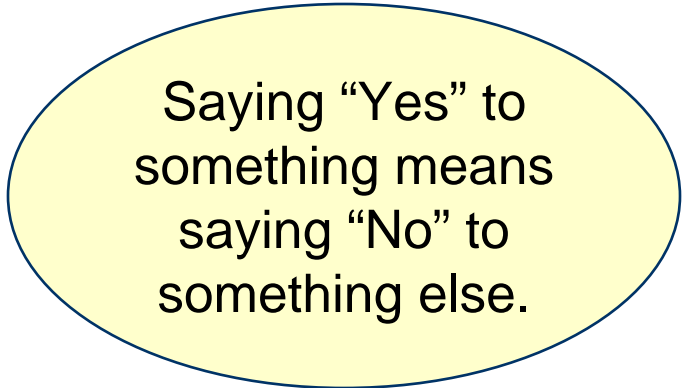
Tickler file



# Learn To Say “No”

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- When to say “No”
  - What you’re working on is more important than the interruption
  - It doesn’t fit with your goals
  - You don’t have the resources
  - You need more information before deciding
- How to say “No”
  - Say it early
  - Provide a reason if appropriate
  - Offer an alternative solution
  - Practice out loud



Saying “Yes” to something means saying “No” to something else.

# Exercise


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## – Prioritizing

- Make a list of what you will work on next week and prioritize it.
- Make a list of what you will do on Monday and prioritize it.

# 3. Processing Incoming Items

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1. Gather
  2. Filter or eliminate 
  3. Prioritize
  4. Do
- Filter or eliminate by making one of five decisions:
1. Discard
  2. Delegate
  3. Act now (if it takes only 1-2 minutes)
  4. File – reference or project files
  5. File for follow-up – to-do list or tickler file

# Exercise

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- Processing
  - Without looking at your notes, what are the 5 decisions you can make about each incoming items?

# To sign up for my mailing list(s)

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1. Organizing tips
2. Notices about workshops & presentations

To be added to either or both lists email  
[skousek@balancedspaces.com](mailto:skousek@balancedspaces.com)

# Upcoming Workshops & Classes

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- Workshops (held in Reston)
  - Find (Paper) Files Fast, July 10, 9 am-12 noon
  - The GO (Get Organized) System (Aug or Sept)
  - [www.balancedspaces.com](http://www.balancedspaces.com) for information
- Classes through Fairfax County Adult Ed
  - Time Management – July 29, 7:00-10:00 pm
  - Office Decluttering – Oct 21, 6:30-9:30 pm
  - [www.fcps.edu/aceclasses](http://www.fcps.edu/aceclasses) for information