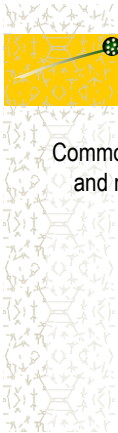




Managing Time, Space & People in Activities

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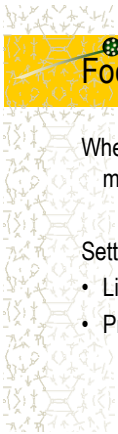


Managing Time

Common sense things to help us manage ourselves and not time...

- Setting goals for the future
- Planning for priorities
- Schedule time
- Clearing hurdles
- Avoiding procrastination

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Focusing on Priorities (1,4,8,13,14,15)

When opportunities exceed resources, decisions must be made

- Setting priorities is a two-step process;
- Listing things that need to be done
 - Prioritizing items on the list

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Goal Setting (6,10)

7 Steps to Setting Goals

1. End results
2. Create SMART Goals
3. Write goals down
4. Create action plan
5. Create timeline
6. Take action
7. Evaluate and assess

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Goals Setting Example

I want to..... *Implement a 1-1 program*

- Specific
- Measurable
- Achievable
- Relevant
- Time

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Example

I want to implement a 1-1 program

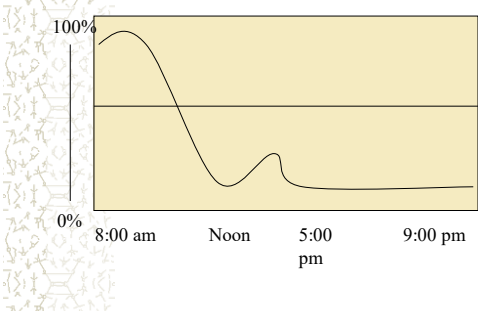
Template for Writing SMART Goals

Initial Goal/Idea (what do you have in mind?)

Specific What do you want to accomplish? Who needs to be involved? When do you want to do this? Why is this a goal?	Measurable How can you measure progress and know if you have successfully met your goal?	Achievable Do you have the skills required to achieve the goal? If not, can you obtain them? What is the motivation for this goal? Is the amount of effort required on par with what the goal will achieve?	Relevant Why am I setting this goal now? Is it aligned with overall objectives?	Time What's the deadline and is it realistic?

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Typical Energy Cycle



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Scheduling Time (3,7)

Our schedules should include;

- Daily Time Targets
- Weekly Time Target
- Monthly Time Targets

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To-Do Lists

- ✦ Part of our daily time target
- ✦ How to use them
- ✦ What you write it on
- ✦ A good to-do list serves as a road map

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The ABC Method

- Priority A "Must Do"**
 - Critical items, requirements, deadlines, opportunities for success
 - *Examples of must do...*
- Priority B "Should Do"**
 - Medium value, somewhat essential, do not have critical deadlines
 - *Examples of must do...*
- Priority C "Nice to Do"**
 - Lowest value, could be eliminated or postponed
 - *Examples of nice to do...*

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Good Scheduling

- ✦ Being flexible
- ✦ Time targets have deadlines
- ✦ Ability to check things off our list
- ✦ Tailored to meet our individual needs
- ✦ Used wisely and not control you

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Time Tips

- ✦ Group and consolidate tasks
 - Big ones first
- ✦ Get a good start
- ✦ Develop routines
- ✦ Avoid congestion
- ✦ Take advantage of your energy level
- ✦ Be a wait-watcher
- ✦ Work smarter not harder

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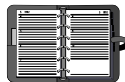
Time Tips

- ✦ Think about being early
- ✦ Call ahead
- ✦ Eliminate when possible
- ✦ Put goals and plans in writing
- ✦ Be results oriented versus busy
- ✦ Remove clutter in your workspace
- ✦ Monitor interruptions

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Basic Time Management Skills

- ✦ Establish goals and plans
- ✦ Use a daily "to do" list
- ✦ Use a planner
- ✦ Prioritize responsibilities and tasks
 - Important and urgent
 - Important but not urgent
 - Not important but urgent
 - Not important and not urgent



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Focusing on Priorities

Identify tasks that are vital to the success
of your program

Important - Urgent	Important - Not Urgent	Not Important - Urgent	Not Important - Not Urgent

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Personal Planners

- ✦ Weekly and daily time target
- ✦ Yearly calendar
- ✦ Address and phone numbers
- ✦ Vital information
- ✦ Supplies
- ✦ Record section
- ✦ To-do section

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Procrastination (2)

- ✦ Why do people put things off?
- ✦ Results vs. busy
- ✦ Do not spread yourself to thin
- ✦ Establish time frames
- ✦ A place for everything
- ✦ Hold phone calls



"What one postpones, one abandons"

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Interruptions (5,9,11,12)

- ✦ Control interruptions
- ✦ Balance diet, exercise, sleep
- ✦ Positive attitude
- ✦ Have a clock in the work area
- ✦ Driving time
- ✦ Learn to say NO



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Managing Space

Our physical environment can have a strong psychological effect on our mood and work habits

Organizing means developing a sensible pattern of behavior that encourages order...



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Managing Space

- ✦ Organizing space for you and your assistants
- ✦ Coping with clutter
- ✦ Managing paperwork

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- ✦ Don't allow things to accumulate
 - Why do I need this item?
 - Have I used it in the past year, month
 - Emotional attachments

- ✦ Utilize your storage space
 - Save things that are more rare
 - Clutter expands and fills space



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- ✦ Store like items together
- ✦ Clear work area before working on a project
- ✦ Think accessibility, organize the way you use it
 - Holiday decorations
 - See through totes
- ✦ Target one area to work on and organize

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Your Office Space

- ✦ Arrange space so it is conducive to work
- ✦ Keep frequently used names, addresses, and phone numbers close
- ✦ Organize desk drawers
- ✦ Put file cabinet near desk
- ✦ Arrange bookshelves by topic/use



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Managing Paperwork

- ✦ Think thin – go on a paper diet
 - In today, out tomorrow
 - Develop forms to use
- ✦ Avoid paper pollution
 - Junk mail
- ✦ Develop a comprehensive filing system
 - 80% never referred to again
 - Review files
 - Get over the "someday"



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When to Dump

- ✎ Is the information current and relevant to my work or life?
- ✎ How often will I refer to the information?
- ✎ Will it add something new to the material already on hand?
- ✎ Do I have the time to read this?
- ✎ Does someone else have this information?
- ✎ How likely am I to need to refer to it again?
- ✎ Is it a duplicate?
- ✎ What is the date
- ✎ Do I need this or simply want this?

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When to Save

- ✎ It is the only copy
- ✎ Replication would be difficult
- ✎ You will need to refer to the information again soon
- ✎ You are required by law to keep it
- ✎ It is an integral part of the project file
- ✎ You originated the document

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Managing Email

- Screen your incoming email messages by using the subject line
- Use folders to organize messages. Handle these as you do other mail: sort and set priorities on it immediately. The folders will carry the same names as your files because you are dealing with the same issues
- Set specific times during the day to respond to email messages
- Discover how to use your email system. Learn how to set up distribution groupings, reply buttons and a signature file.
- Keep your messages concise

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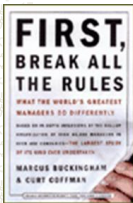
Managing People

👉 Hooray for the TEAM!

- Contribute to the whole of the group
- Accomplish common goal and purpose
- Depend on each other
- Mutual trust
- Has goals and targets
- Can move forward in times of trouble
- Know each other's personality

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"First Break all the Rules" by Buckingham & Coffman



- *Do I know what is expected of me*
- *Materials and equipment to do work*
- *Opportunity to do best everyday*
- *Recognition*
- *Someone care about me*
- *Encourages my development*

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4 Keys of Great Team Leaders

- 👉 *When selecting someone* - select for talent
- 👉 *When setting expectations* - define the right outcome, not the steps
- 👉 *When motivating someone* - focus on strengths, not on weaknesses
- 👉 *When developing someone* - help them find the right fit, not the next rung on the ladder

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Thank You!

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