

Volunteer Research, Knowledge, Competency (VRKC)

Taxonomy for 4-H Youth Development

4-H National Headquarters
Volunteers for the Next Generation



Organizational Skills: Time Management

Importance of Managing Time

- Contributes to our physical, mental, and spiritual health
- Family, business and organizations benefit
- Increases our productivity through organization, preparation, and delegation

We are each granted 24 hours to spend each day.

How do you spend your 24 hours?



80/20 Rule

- Spend 80 percent of your time and energy doing the 20 percent with highest priority



Assess Your Spending Habits

- Keep a log of activities
- Look for productive and non-productive patterns
- Determine priorities

	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
1:00 pm							
1:30 pm							
2:00 pm							



Establish a “To Do” System

- Written priorities will move you from “what” to do (*stationary*) to “when and how” (*action*) you will do it.
 - Find a system for managing time and tasks
 - Simple, efficient, and effective
 - Flexible
 - Best for you
 - Accounts for personal time
 - Different ways to track your priorities
 - Calendars: Daily, Week-at-a-Glance, Month-at-a-Glance
 - Electronic Calendar: transfer information between PDA/phone and computer
 - Master To Do List
 - Daily To Do List
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Organize the “To Do” List

A productive list will:

- Identify priorities each day
- Set long and short term goals
- Establish deadlines



Organize the “To Do” List

A productive list (continued):

- Make yourself work: *Manage procrastination through concentration.*
- Group similar tasks
 - Reoccurring tasks and activities
 - Consolidate tasks
 - Consider seasonal obligations
- Delegate
 - Do not micromanage
 - Enable others



Managing Committees and Clubs

Twelve ways to organize time effectively:

1. Delegate
 2. Job descriptions
 3. Train key people
 4. Commit people
 5. Keep people informed
 6. Key people take the initiative to report back
 7. Follow-up on assignments
 8. Use resources to accomplish goals or projects
 9. Show appreciation for accomplishment
 10. Invest time to complete a project, event, or activity
 11. Use an agenda and minutes
 12. Be prepared with information/homework
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Good Managers of Time

- Apply 80/20 Rule
- Spend 24 hours wisely
- Use a “To Do” list
- Delegate
- Plan personal time



Spend time wisely for it can not be banked for tomorrow or spent on that not done yesterday.



Organizational Skills: Time Management



Thank You

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VRKC:
Volunteer Research Knowledge Competency Taxonomy



Volunteers for the Next Generation

