



MANAGING TIME

LEVEL 2 PROJECT



TABLE OF CONTENTS

2	Introduction
3	Your Assignment
4	Assess Your Skills
5	Competencies
5	Goal Setting
7	Time Management Techniques
11	Exercises
12	Review and Apply
12	Complete Your Assignment
13	Resources

TOASTMASTERS INTERNATIONAL

www.toastmasters.org

© 2016 Toastmasters International. All rights reserved.
Toastmasters International, the Toastmasters International logo, and all other
Toastmasters International trademarks and copyrights are the sole property
of Toastmasters International and may be used only with permission.

Rev. 11/2016 Item 8205

INTRODUCTION



If you have ever taken on too many projects, made a long to-do list, or felt overwhelmed, you know the importance of managing your time. A large task or goal can seem daunting, but when it is broken down into smaller steps, it becomes manageable. Managing your time efficiently makes it easier to accomplish your goals.

In this project, you will learn how to manage your time, discover various time management techniques, and employ them in your speeches and daily life.

YOUR ASSIGNMENT



For all assignment details and requirements, review the Project Checklist on page 13.



Purpose: The purpose of this project is to observe your own time management patterns.

Overview: Develop a 5- to 7-minute speech on any topic. As you develop your speech, record the time required for each task in order to help you determine how you can improve your time management strategies. Present your speech at a club meeting. Finally, submit the Project Completion Form to your vice president education.

Throughout this project you will see icons in the margins next to the text. These icons indicate additional resources available online.



Video: Sign in to Base Camp to watch a video that supports this project.



Interactive Activity: Sign in to Base Camp to complete an interactive activity.



Resource: Sign in to Base Camp to view this resource online.

ASSESS YOUR SKILLS

Evaluate your current skill level by rating each statement.



Select the appropriate number based on your skills today:

5
EXEMPLARY

4
EXCEL

3
ACCOMPLISHED

2
EMERGING

1
DEVELOPING

Pre-Project					Statement	Post-Project				
5	4	3	2	1	I have a good sense of how I use my time.	5	4	3	2	1
5	4	3	2	1	I make a schedule and follow it.	5	4	3	2	1
5	4	3	2	1	I break down large projects into smaller, more manageable parts.	5	4	3	2	1
5	4	3	2	1	I keep track of short-term and long-term goals.	5	4	3	2	1
5	4	3	2	1	I am conscious of time management while giving a speech.	5	4	3	2	1
5	4	3	2	1	I recognize how this project applies to my life outside of Toastmasters.	5	4	3	2	1

COMPETENCIES

The following is a list of competencies that you will learn and practice in this project.

- Identify and use a variety of time management techniques.
- Employ time management strategies in speeches.
- Apply time management methods.
- Recognize the importance of time management skills.

GOAL SETTING



A goal is a desired result achieved through effort. Identifying achievable goals is an essential aspect of time management.

IDENTIFYING LONG- AND SHORT-TERM GOALS

A short-term goal is something you want to accomplish in the near future, such as outlining your next Toastmasters project and speech. A long-term goal is something you want to do in the more distant future, such as winning the Toastmasters International World Championship of Public Speaking. Achieving these goals takes careful planning and time.

Developing short-term goals can help you reach long-term goals. For example, if your long-term goal is to write a historical novel, begin with short-term goals. These could include developing a plot or researching the time period in which you plan to set the novel. Move toward your larger goals by identifying the initial, small steps you need to take.

Short-term goal: Something you want to accomplish in the near future.

Long-term goal: Something you want to do in the more distant future.

Specific

Make your goals specific. Instead of the general goal "I'm going to work on my Toastmasters project today," make it more specific, such as, "I'm going to finish my introduction today."

Measurable

Set goals that can be measured. For example, stating, "I will write for 15 minutes today" is more effective than saying, "I will write today."

Attainable

Recognize what is attainable and realistic. Thinking, "I will be this year's World Champion of Public Speaking" is less helpful than focusing on winning your club contest. Winning the club contest is the first step toward your broader goal of winning the international honor.

Relevant

Determine how important your goal is to you and your life. You can gauge a goal's relevancy by deciding if you have time to take on a project at the moment. It may be that something else needs to come first.

Timely

Setting a due date for each goal helps you keep track of your objective. For example, establish a specific date and time by which you want to finish your project.

TIME MANAGEMENT TECHNIQUES



Time management is achieved by applying conscious control over the time spent on tasks and activities. This can lead to increased efficiency and productivity.

You can use several techniques to incorporate effective time management into your life and Toastmasters projects.

Begin each day by taking 15 to 30 minutes to plan your activities and goals for the day. These can be as basic as “take out the trash” or “clean the dishes.” They could involve more time and thought, such as “begin first draft of my Toastmasters project.” Note how long you expect each activity to take and write down all anticipated activities for the day.



SMALL TASKS

Breaking down a larger project into smaller tasks can help you feel more comfortable with the amount you need to accomplish.

For example, if you are feeling overwhelmed by writing a speech, break that project into manageable tasks.

ONE A DAY

In this case, your long-term goal is to deliver a successful presentation. Your short-term goals list might include:

- Select topic.
- Research topic.
- Write an outline.
- Write a first draft.

Plan to accomplish at least one task every day as you work to complete your presentation.

ADJUST

Reorder and adjust your list as needed to reflect completed tasks and new tasks that have been identified.

Your task list may change and expand to look more like this:

- Select topic.
- Research topic—Ongoing.
- Write an outline.
- Write a first draft.
- Practice in front of friends.
- Check that speech is within time limits.

PRIORITIZING

An essential component of effective time management is prioritization. Prioritizing is arranging your tasks in order of importance. Review your task list, make note of any deadlines, and prioritize the list. The most important task for the day may be the one with the closest deadline.

KEEP TRACK OF TIME

Monitor your task list, keeping in mind any deadlines to ensure you stay on track to reach your goals. Adjust priorities as needed to complete everything on time.

OVERCOMING PROCRASTINATION

The enemy of good time management is procrastination, or avoidance. Procrastination can lead to a heavy burden of stress and worry.

You may use the Time and Task Log on page 18 to help you improve the ways you manage your time. If you feel procrastination is a factor that you need to overcome, try using the strategies listed below.



Recognize

Recognize that you're procrastinating. If you find yourself filling your day with low-priority tasks or waiting for the "right time" to accomplish goals, you might be procrastinating.

Determine

Determine why you're procrastinating. You may be avoiding an unpleasant task or feel overwhelmed. You might be waiting to perform a task until your skills or resources improve. Understanding why you are procrastinating can help you identify how to overcome your reluctance.

Adopt

Adopt new strategies for accomplishing tasks. Some strategies include:

- Reward yourself for completed tasks.
- Be accountable to a friend or relative by reporting your progress.
- Focus on the positive outcome of each task.



A SCENARIO OF TIME MANAGEMENT

You are preparing to deliver a speech at your next Toastmasters club meeting. Because you plan to research a new topic and practice with your mentor, you must adhere to a tight timeline.

Set Goals

In this scenario your goals may be:

1. Choose a topic that is new and interesting to you and other club members.
2. Practice the skills your last evaluator recommended.

Create a Task List

Refine your goals into tasks. A task list based on your goals of finding an interesting topic and honing your speaking skills may include: select a topic, complete research, meet with mentor to practice, and any other task you must complete to succeed.

Prioritize

Setting your priorities before you begin will help you avoid committing too much time to lower priority tasks. In this scenario, meeting with your mentor to practice your delivery may take precedence over heavily researching a topic.

Estimate Time

When your task list is complete, estimate the time for each task and write it down on your list.

Set a Date

You have a tight deadline. Pay close attention to the dates listed on your task list. Be realistic about what you can accomplish and when you need to have it done to be well-prepared for your speech.

Track Actual Times

You may have estimated that topic selection would take fifteen minutes on one day, when in actuality it took a full hour over the course of two days to accomplish. Update your task list and track real times to keep your schedule accurate.

EXERCISES

WEEKLY HOURS

Add up all the hours in your week spent on mandatory tasks (work, sleep, eating, etc.) to identify how many hours you have for personal pursuits.

DISTRACTION-FREE

Schedule time without any distractions when you will focus solely on your task.

10-MINUTE RULE

Work on an undesirable task for at least 10 minutes. Once you begin, you may find that you are able to continue working on the task after the initial 10 minutes. This exercise helps you overcome your resistance to certain tasks and shows you how much you can achieve in 10 minutes.

Place the following speech-writing tasks in the most logical order.

- ___ Begin writing your first draft.
- ___ Create a task list and prioritize your tasks.
- ___ Break your goal down into manageable tasks.
- ___ Establish a goal for presenting this speech.
- ___ Research your topic.
- ___ Write an outline.



- Answers:
1. Establish a goal for presenting this speech.
 2. Break your goal down into manageable tasks.
 3. Create a task list and prioritize your tasks.
 4. Research your topic.
 5. Write an outline.
 6. Begin writing your first draft.

REVIEW AND APPLY



Before you complete the assignment, take a moment to read through the questions you see here. If you are not able to answer them comfortably, review the project.

- List some time management strategies.
- How can you apply time management techniques to improve your speeches?
- What is the value of applying time management skills?

COMPLETE YOUR ASSIGNMENT

Now that you have read through the project, plan and prepare your speech or report.

Review: Return to page 3 to review your assignment.



Organize: Use the Project Checklist on page 13 to review the steps and add your own. This will help you organize and prepare your assignment.

Schedule: Work with the vice president education to schedule your speech.



Prepare: Prepare for your evaluation. Review the evaluation resources on pages 15–17 and share all resources with your evaluator before your speech. You may choose to share your evaluation resources online.

PROJECT CHECKLIST

Managing Time

Purpose: The purpose of this project is to observe your own time management patterns.

Overview: Develop a 5- to 7-minute speech on any topic. As you develop your speech, record the time required for each task in order to help you determine how you can improve your time management strategies. Present your speech at a club meeting. Finally, submit the Project Completion Form to your vice president education.

This project includes:

- The Time and Task Log
- The Project Completion Form
- A 5- to 7-minute speech

Below are tasks you will need to complete for this project. Please remember, your project is unique to you. You may alter the following list to incorporate any other tasks necessary for your project.

Select a topic for your speech.

Schedule your speech with the vice president education.

Write your speech.

As you prepare for your speech, keep a record of your time management process. Consider how you spent your time planning, writing, and practicing the presentation.

EVALUATION FORM

Managing Time

Member Name _____ Date _____

Evaluator _____ Speech Length: 5 – 7 minutes

Speech Title _____

Purpose Statement

The purpose of this project is for the member to observe his or her time management patterns.

Notes for the Evaluator

During the completion of this project, the member spent time evaluating his or her time management skills.

About this speech:

- The member will deliver a well-organized speech about any topic.
- The member may choose to speak about a time management exercise he or she completed during the project.
- The speech may be humorous, informational, or any type of the member's choosing.
- The speech should not be a report on the content of the "Managing Time" project.

General Comments

You excelled at:

You may want to work on:

To challenge yourself:

EVALUATION FORM – Managing Time

For the evaluator: In addition to your verbal evaluation, please complete this form.

5 EXEMPLARY	4 EXCELS	3 ACCOMPLISHED	2 EMERGING	1 DEVELOPING	
Clarity: Spoken language is clear and is easily understood					Comment:
5	4	3	2	1	
Vocal Variety: Uses tone, speed, and volume as tools					Comment:
5	4	3	2	1	
Eye Contact: Effectively uses eye contact to engage audience					Comment:
5	4	3	2	1	
Gestures: Uses physical gestures effectively					Comment:
5	4	3	2	1	
Audience Awareness: Demonstrates awareness of audience engagement and needs					Comment:
5	4	3	2	1	
Comfort Level: Appears comfortable with the audience					Comment:
5	4	3	2	1	
Interest: Engages audience with interesting, well-constructed content					Comment:
5	4	3	2	1	

EVALUATION CRITERIA

Managing Time

This criteria lists the specific goals and expectations for the speech. Please review each level to help you complete the evaluation.

Clarity

- 5 – Is an exemplary public speaker who is always understood
- 4 – Excels at communicating using the spoken word
- 3 – Spoken language is clear and is easily understood
- 2 – Spoken language is somewhat unclear or challenging to understand
- 1 – Spoken language is unclear or not easily understood

Vocal Variety

- 5 – Uses the tools of tone, speed, and volume to perfection
- 4 – Excels at using tone, speed, and volume as tools
- 3 – Uses tone, speed, and volume as tools
- 2 – Use of tone, speed, and volume requires further practice
- 1 – Ineffective use of tone, speed, and volume

Eye Contact

- 5 – Uses eye contact to convey emotion and elicit response
- 4 – Uses eye contact to gauge audience reaction and response
- 3 – Effectively uses eye contact to engage audience
- 2 – Eye contact with audience needs improvement
- 1 – Makes little or no eye contact with audience

Gestures

- 5 – Fully integrates physical gestures with content to deliver an exemplary speech
- 4 – Uses physical gestures as a tool to enhance speech
- 3 – Uses physical gestures effectively
- 2 – Uses somewhat distracting or limited gestures
- 1 – Uses very distracting gestures or no gestures

Audience Awareness

- 5 – Engages audience completely and anticipates audience needs
- 4 – Is fully aware of audience engagement/needs and responds effectively
- 3 – Demonstrates awareness of audience engagement and needs
- 2 – Audience engagement or awareness of audience requires further practice
- 1 – Makes little or no attempt to engage audience or meet audience needs

Comfort Level

- 5 – Appears completely self-assured with the audience
- 4 – Appears fully at ease with the audience
- 3 – Appears comfortable with the audience
- 2 – Appears uncomfortable with the audience
- 1 – Appears highly uncomfortable with the audience

Interest

- 5 – Fully engages audience with exemplary, well-constructed content
- 4 – Engages audience with highly compelling, well-constructed content
- 3 – Engages audience with interesting, well-constructed content
- 2 – Content is interesting but not well-constructed or is well-constructed but not interesting
- 1 – Content is neither interesting nor well-constructed

TIME AND TASK LOG

Use this form to track the time you spend completing tasks. If you feel you can be more productive or complete a task more efficiently, examine how you may allocate your time differently.

Date	Task	Planned Time	Start	Pause/Break	End	Duration

PROJECT COMPLETION FORM

I completed all components of my "Managing Time" project, including the record-keeping assignment. This includes tracking the time I needed to plan, organize, write, and practice my speech.

Member Name _____

Member Signature _____ Date _____



www.toastmasters.org