

Rutgers Women+ in Technology (WIT+)

# PEER-TO-PEER PROGRAM

## MONTH 3: TIME MANAGEMENT AND PRODUCTIVITY

### HIGH-LEVEL FOCUS - PRIORITIZATION TECHNIQUES:

Peer groups will discuss their typical workday and explore methods (like the Eisenhower Matrix) to prioritize tasks effectively.

#### SUGGESTED GROUP ACTIVITY - "A DAY IN THE LIFE OF ME" & PRODUCTIVITY TOOLS:

***Note:** While not required to be completed ahead of time, thinking about your typical workday (or workweek) and jotting down a few notes may help you when it comes time to create and analyze your workflow during the session. Also, reviewing the resource on task prioritization methods (shared below) before the session might be helpful.*

- Either before or during the session, each person should take five minutes to sketch a rough timeline or task list for their typical workday to share with the group.
- One at a time, each person should walk through their timeline or task list for the day/week, with the group assisting in identifying potential time wasters, high-productivity zones, and stress points.
- For the remainder of the meeting, discuss a few things each of you would like to change about your daily routines, or perhaps exchange some tips or tools that help each of you stay focused. Make a commitment to actively incorporate and practice these changes throughout the rest of this month.
- After the meeting, everyone should take some time individually to explore and incorporate some of the tips or tools shared by the group. Take a look at a few **task prioritization methods** (Eisenhower Matrix, ABCDE method, 1-3-9 method, etc.) and see if you can find one that fits your workflow the best.