Core Competency 17: 
Manage time

Description:
Set an agenda that includes realistic deadlines, defines priorities, and addresses critical issues promptly.

Rationale:
Because so many issues are competing for the jail leader’s attention, it is essential to establish priorities in order to avoid becoming consumed by the job, and to allow the personal time needed to decompress. This includes setting and meeting deadlines, delegating when appropriate, and avoiding the temptation to try to “do it all” at once.

<table>
<thead>
<tr>
<th>Requires knowledge of:</th>
<th>Requires skills in:</th>
<th>Requires ability to:</th>
</tr>
</thead>
</table>
| Tools and techniques for efficient time management | Recognizing time management weaknesses (e.g., procrastinating)  
Remaining focused and on-task  
Delegating appropriately and inspiring others  
Multi-tasking  
Employing technology to enhance efficiency | Be honest with yourself  
Avoid distractions  
Feel comfortable delegating  
Prioritize  
Maintain time sensitivity |
| Internal and external priorities       | Understanding the priorities of one’s supervisor as well as influential stakeholders  
Determining a timetable for achieving organizational goals  
Establishing priorities  
Setting and meeting deadlines | Analyze  
Think strategically  
Balance conflicting priorities |
| The importance of a balanced lifestyle and how to achieve it | Self-awareness; realizing when you're stretched too thin  
Developing positive, healthy coping techniques  
Proactively reducing sources of stress in the work environment  
Assuring time for yourself and your family | Balance one’s personal and professional life  
Avoid burnout  
Make time for yourself  
Be aware of creating stress for others  
Serve as a role model |