

## 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.

<b>Requires knowledge of:</b>	<b>Requires skills in:</b>	<b>Requires ability to:</b>
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