



Job Responsibility Inventory

Time Management Resource

Increasing your time management skills can have significant benefits on your life including reduced stress and increased productivity. Schedules, to-do lists, and even project management software can be helpful in your efforts to manage your time. Before getting to this point, though, it is important to get a grasp on what you have to accomplish. The below activity will walk you through the process of creating a comprehensive list of responsibilities. Once completed, use the subsequent steps to determine required commitment, frequency, and develop a schedule to set yourself up for success.

Directions: Work through the following activities one by one in the order in which they are listed. Make sure you have quiet, uninterrupted time to work through each step.

Activity One: Access the [Job Responsibility Inventory Template](#). Please note, this file is a *read only document*. In order to utilize this template and edit it on your own, you will need to make a copy of the document and save it to your own Google Drive. From this point, you will be able to edit the document.

Use this template to document all of your responsibilities. You can utilize your job description as a starting point for this step. Make sure to include regular responsibilities, tasks you complete occasionally, etc. as this should be a comprehensive list. Once you have a comprehensive list of all of your responsibilities, divide them into categories of frequency. Finally, include any relevant details of the activity so you don't forget them later.

→ This activity will be completed when you have filled out columns A, B, and C on the Job Responsibility Inventory.

Activity Two: Take each responsibility and break it down into how much time is required to complete the activity. If you are unsure, an estimate is useful as you can always update this number in the future. This information should be added to column D on the Job Responsibility Inventory. Use column E, the notes area, to detail anything of relevance for the time required to complete the activity. If you must complete a monthly newsletter that you estimate requires 5 hours of work, you may also recognize that a 5 hour, uninterrupted block of time is not possible or not productive for you. In this case, you may decide that this regular 5-hour task gets broken up into three days; this is a good detail to write in the notes column.

→ This activity will be completed when you have filled out columns D and E on the Job Responsibility Inventory.



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Activity Three: Now that you have completed the Job Responsibility Inventory for all projects and responsibilities required of you, it is time to develop a schedule. When you schedule working time for yourself, honor the appointment as a non-negotiable block of time on your calendar. It can be helpful to revisit this schedule after a month or two to determine how it is working for you. You may realize that you need more or less time for a project, something may be added to your plate, or you may have delegated a task to someone else and can omit it from your schedule.

→ Scheduling is an ongoing activity. While it may be challenging at first, commit to completing project work as scheduled for the first month or so to see how it goes.

Additional Support

The following resources can help you with managing your time, utilizing your calendar, or getting personalized feedback and assistance with your time management moving forward.

1. Training video one: [Introduction to Google Calendar](#)
2. Training video two: [Google Calendar Essential Training](#)
3. Training video three: [Time Management Fundamentals](#)
4. Training video four: [Finding your Time Management Style](#)

The above training links are provided through LinkedIn Learning. You can access this training content for free and on demand when you login with your CWRU NetworkID and password. If you have not yet accessed your free LinkedIn Learning account, you may find instructions on how to do so via [UTech's Website](#).

Finally, if you need additional support or would like to talk through your goals, please consider utilizing the Professional Development Center. We provide our own workshops on skills related to time management. You can find a full calendar of our training workshops [here](#).

Connect With Us

Reach out to us at any time via askhr@case.edu. If you would like to stay up to date with resources like these and the Professional Development Center offerings, please sign up for [our monthly newsletter](#).