



ERICSA 63RD ANNUAL TRAINING CONFERENCE & EXPOSITION

MAY 3-7, 2026

Milwaukee

WISCONSIN

Slide 1 – Title

Time Management
Principles, Frameworks, and Best Practices
Presented by: Trever Harwell



Slide 2 - Objectives

Learning Objectives

- Define time management
- Identify key principles
- Review frameworks
- Understand implementation

Slide 3 - Definition

Definition of Time Management

Time management is the process of organizing and planning how to divide time between specific activities.



Slide 4 - Importance

Importance of Time Management

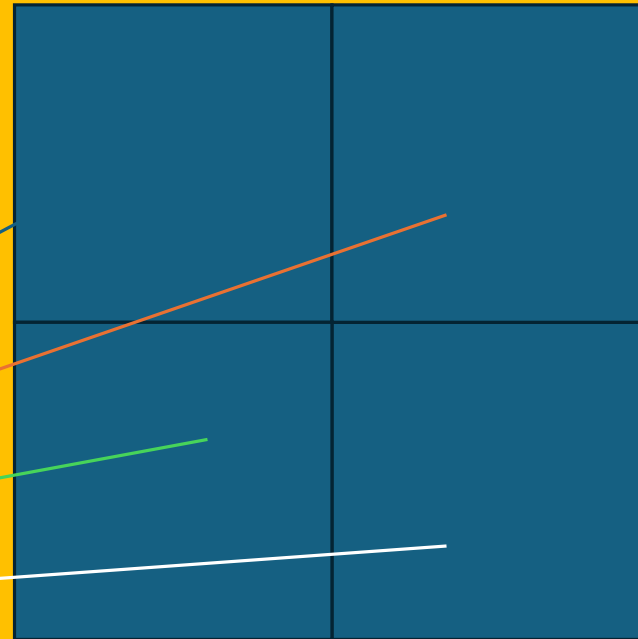
- Improves productivity
 - Reduces stress
 - Enhances efficiency
- Supports goal attainment



Slide 5 - Prioritization

Eisenhower Matrix

Urgent & Important
Important, not Urgent
Urgent, not Important
Not Urgent, Not Important



Slide 6 – Time Blocking

Time Blocking

1. Identify tasks
2. Assign time blocks
3. Follow schedule
4. Adjust as needed



Slide 7 – Barriers

Barriers to Time Management

- Distractions
- Procrastination
- Multitasking
- Poor planning



Slide 8 – Best Practices

Best Practices

1. Create task lists
2. Prioritize work
3. Minimize interruptions
4. Set deadlines



Slide 9 – Summary

Summary

- Time management improves productivity
- Prioritization supports decision-making
 - Scheduling increases efficiency

THANK YOU

(End of presentation)

Today's Speakers:



Trever Harwell
Planning Specialist
Child Support
Services Division
Ramsey Co, MN



Monica T. Hall
Deputy Director,
Training & Professional
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Georgia Department of
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Court Analyst
Michigan State Court
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Objectives

- Cognitive Load Theory
- Design
- Storytelling
- Preparation
- Wrap Back



Cognitive Load Theory

Sensory Memory

- Receives information from sensory organs
- All of the sights sounds and words
- Seemingly unlimited
- Very short “snapshot”

Working Memory

- “Short-Term”
- Limited capacity
- Holds up to 5-7 information elements
- Can process 2-4 elements in tandem

Long-term Memory

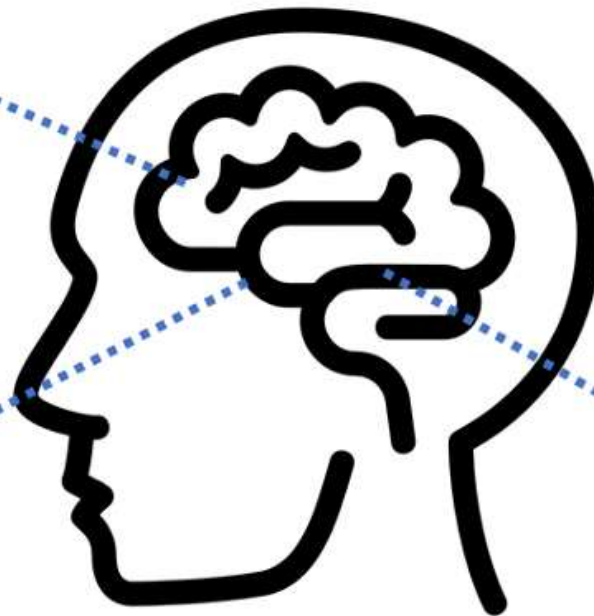
- Storage Center
- Theoretically unlimited
- Holds cognitive schemas that vary in degree of complexity



Cognitive Load Theory

Intrinsic Load
(complexity of
new information)

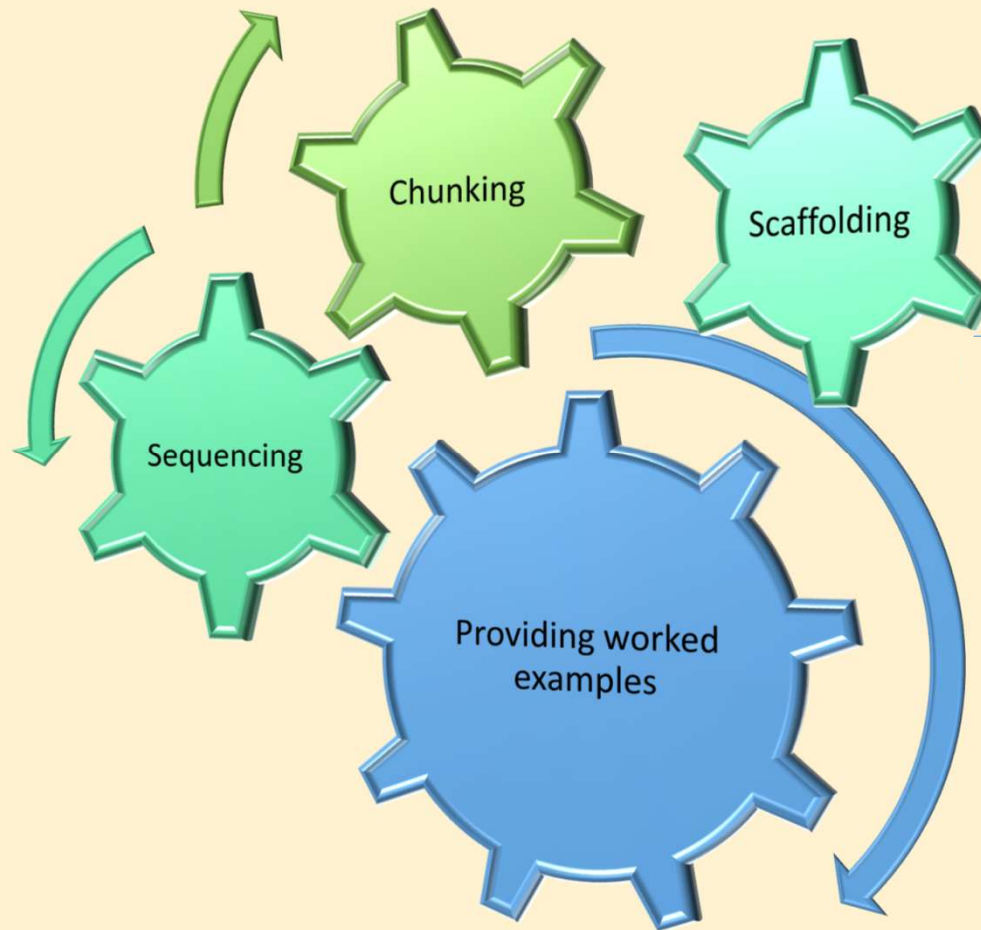
Germane Load
(linking new info
with current info)



Extraneous Load
(unnecessary and
distracting info)



Management Strategies for Intrinsic Load:



Design

- Keep it Simple – One main idea per slide
- Use Visuals
- Consistent Theme
- Readable Text – Contrast Matters
- Reduce Clutter



Design

- Engagement
- Impact
- Flow
- Knowledge Checks





The Power of Storytelling in Training



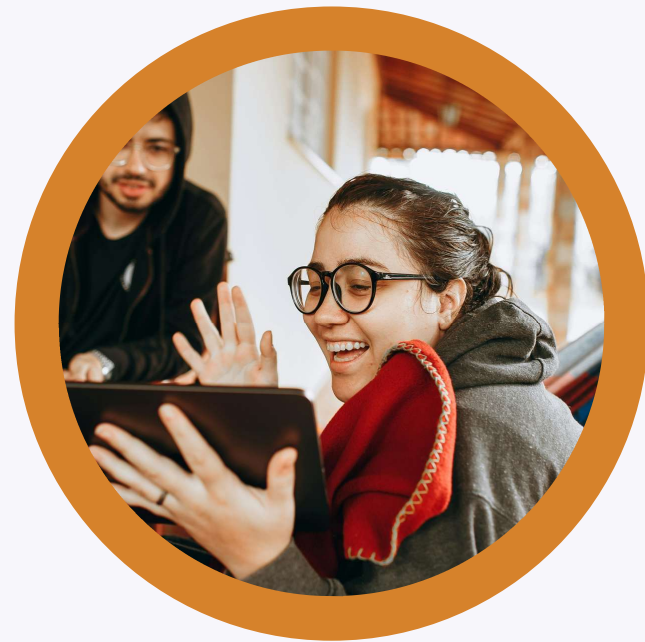
Using Storytelling to Strengthen Training

- Stories simplify complex information and reduce cognitive overload
- A well-told story makes training memorable and relatable
- Stories should align with the training objective and learning outcome
- Effective storytelling creates a clear flow from beginning to end
- Authentic stories help learners connect with the message





Authentic Storytelling in Training



Authenticity and Engagement

- **Authenticity:** Share experiences that reflect your genuine perspective
- **Delivery:** Use tone, clarity, and confidence to bring the story to life
- **Engagement:** Invite questions and interaction from the audience

Important note:

- Confidence should be clear and calm, not loud or overpowering
- Your goal is to paint a picture for the audience





Deliver Your Story Effectively





The 4 Elements of Story Delivery

- Project - Speak clearly and confidently
- Pitch - Vary tone to emphasize meaning
- Pacing - Control the speed of your delivery
- Pause - Allow key moments to resonate



Additional Tips:

- Know your ending before you begin
- Use transitions such as:
 - “And that’s why...”
 - “This resonates with me because...”
 - “Therefore...”





Activity: The Power of One Word





INSTRUCTIONS:

Say the same word with different delivery styles:

Example word: “Important”

Try saying it with:

- excitement
- concern
- urgency
- curiosity



Preparation Is Not Optional.

It's a Responsibility.

50 people × 1 hour = 50 hours

That's 50 hours of people's lives invested in your presentation.

Did you earn it?



Step 1: Get Inside Their World



Know Your Audience

Who are they? What do they already know? What keeps them up at night?



Know Their Why

Why does this topic matter to them — not just to you?



Define Your Goal

What should they feel, know, or do differently when they leave?

Preparation starts before you open a slide deck — it starts with empathy.



Step 2: Do the Work Before the Room



Research the room — size, tech, who's in the seats



Anticipate hard questions — not just the easy ones



Practice out loud — reading notes ≠ delivering a presentation



Know your material cold — confidence comes from preparation, not personality



Time yourself — know where you'll be at the 10, 20, 30-min marks



Cut the "nice to know" — every slide should earn its place

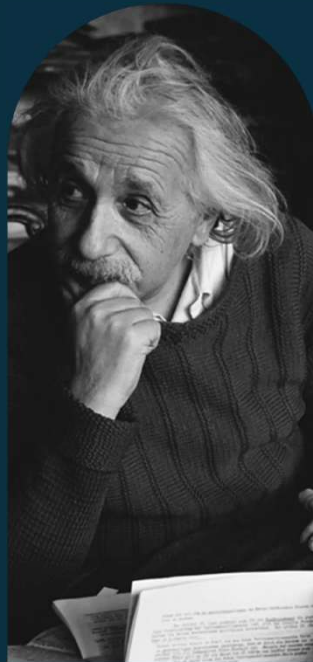
"By failing to prepare, you are preparing to fail." –Benjamin Franklin



24 HOURS.

THAT'S ALL YOU GET.

EVERYONE GETS THE SAME 24...
...SO WHY DOES IT FEEL SO DIFFERENT?





**TIME FEELS OUT OF
CONTROL BECAUSE**

**TOO MUCH TO DO
CONSTANT INTERRUPTIONS
EVERYTHING FEELS URGENT**

TIME MANAGEMENT IS DECIDING

WHAT MATTERS WHAT WAITS WHAT DISAPPEARS



ASK 2 QUESTIONS
IS IT IMPORTANT?
IS IT URGENT?

EISENHOWER MATRIX



**IF IT'S NOT SCHEDULED
IT WON'T HAPPEN.**



THE SYSTEM BREAKS WHEN
YOU GET DISTRACTED YOU MULTITASK YOU DON'T PLAN

INSTEAD?

CHOOSE PRIORITIES

DECIDE WHAT MATTERS

BLOCK TIME

PROTECT IT

YOU DON'T CONTROL TIME.
YOU CONTROL YOUR DECISIONS.

THANKS!

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