



Time Management

Where does it all go????

San Diego County Probation

It's all about you.....

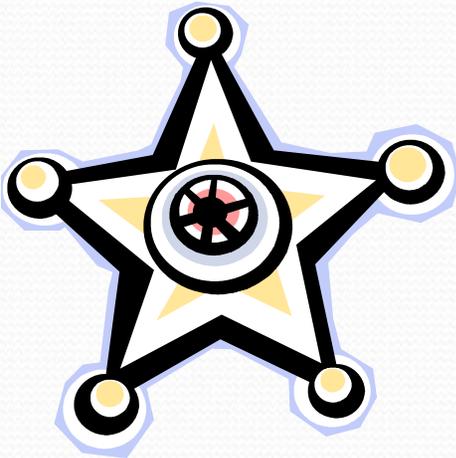


Time Management = Self-Management

San Diego County Probation

Our Role.....

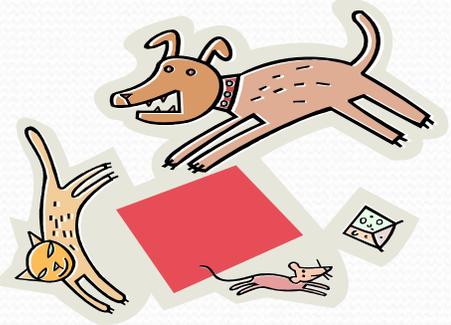
- **Write Court Reports**
- **Supervise Probationers**
- **Enforce Court Orders**
- **Interview Families**
- **Support the Rights of Victims of Crime**
- **Deal w/ the Public**



AND.....



Home



Life

Family



Tips and Ideas



- Getting Organized
- Controlling Tasks
- Control Paper Flow

Getting Organized



Make a “TO DO” List to stay on track...

San Diego County Probation

Additional Tasks....

IDENTIFY GOALS AND OBJECTIVES

Make and Implement Decisions

Evaluate

Share ideas and helpful hints!!

Task Tips



What Works For You?

Urgent v. Not Urgent



It's ALL IMPORTANT!!!

- Determine what is a MUST pile
- What is a SHOULD pile
- And what is a WANT pile



Always remember
Policy &
Procedures!!!!

Work smarter...not harder....



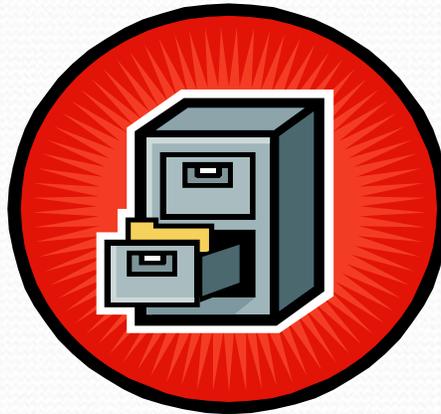
Controlling Paper Flow.....

San Diego County Probation

Controlling Paper Flow



Toss/Recycle



Keep/File



Take Action

Rule of Thumb



Only touch a piece of paper
ONCE !!!!

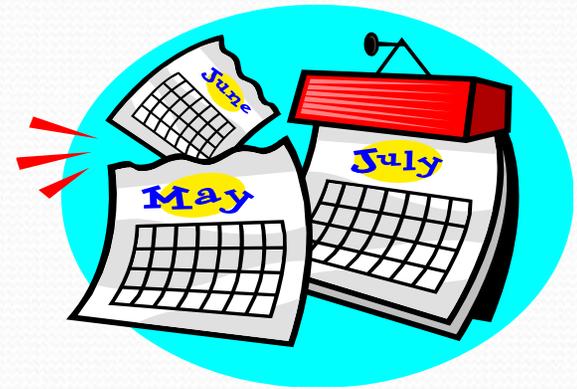


- Clean Daily, Weekly, or monthly.
Just be

Consistent!!!

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Monthly Statistics



Keep track of:

- Contact with probationers/families
- U.A.s collected
- Reports Completed
- Case Log (i.e. new cases received, transfers, etc.)
- Updating Contact Logs

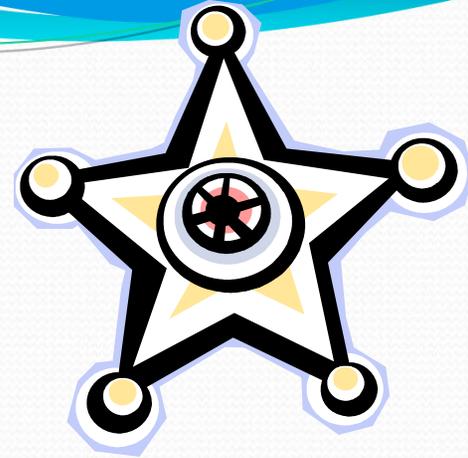


Think About It...

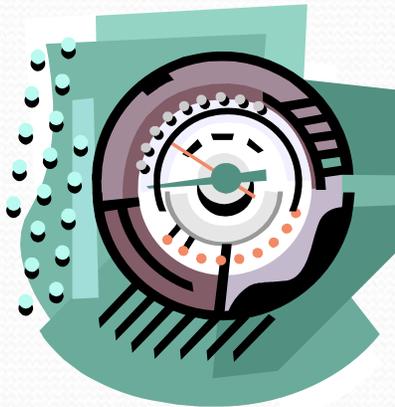
- **Determine how your day was spent.**
- **Evaluate where time was wasted.**
- **Prioritize.**



**Remember
Your Role
as
Probation
Officer**



Get Organized



**Pay Attention to
Time**



**Control our Tasks, Prioritize,
& Control Paper flow**



Prioritizing Casework

- Investigations
 - Group Activity
- Supervision
 - Group Activity

It's all about you.....



Time Management = Self Management