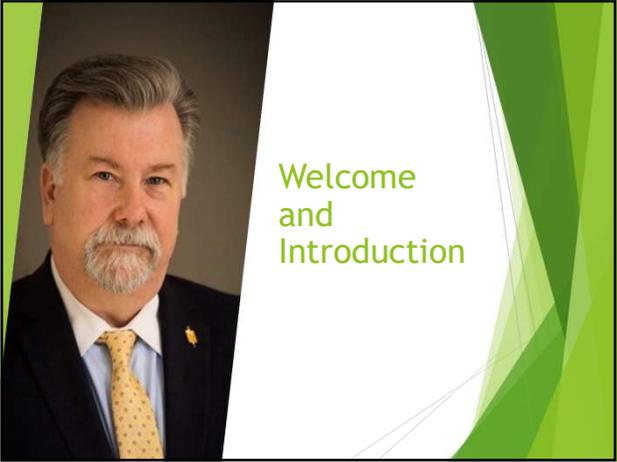




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Webinar Overview

Time! There just isn't enough of it. Or is there?

In this session, we are going to explore the reasons that you run out of time or cannot get to everything because there isn't enough time, or why you need to sacrifice your time to get to projects at work. There is a solution!

We just need to examine how you currently manage your time.

4

Learning Outcomes

- How to plan and prioritize your daily, weekly, monthly, quarterly and annual tasks.
- How to become more efficient and productive.
- How to overcome procrastination quickly and easily.
- How to delegate more efficiently.
- How to manage ad-hoc projects and tasks given to you that could interrupt your newly found peace of mind.

5



6

Introduction

Here is where it all begins...



7

Getting Started

- ▶ Time management most often begins with setting your goals; both professional and personal.
- ▶ This process results in a plan with a task list or calendar of activities.
- ▶ The entire process is supported by skillsets that should include, but are not limited to personal and professional motivation, critical thinking, delegation skills, organizational tools, and occasionally, even crisis management.

8

Learning Objectives

- Overcome procrastination
- Organize your workspace
- Delegate more efficiently
- Plan and prioritize
- Follow-up effectively



9

Setting SMART Goals

Goal setting can be used in every area of your life. Setting goals puts you ahead of the pack! Some people blame everything that goes wrong in their life on something or someone else.

Successful people dedicate themselves towards taking responsibility for their lives, no matter what the unforeseen or uncontrollable events.

The bad news is that time flies. The good news is that you, are the pilot.
Michael Altshuler

10

The Three P's

P

- Positive
- Personal
- Possible

11

POSITIVE

- Who could get inspired about a mundane goal like "need to do my job better?"
- Goals should be phrased positively, so that they help you feel good about yourself and what you are trying to accomplish.
- A better alternative might be: "Enroll in a class to learn new skills so that I can do my job more effectively and also be in line for a promotion."

12

PERSONAL

- Goals are not just about work they are your personal goals too.
- They must reflect your own dreams and values.
- When crafting your goal statement, always use the word "I" in the sentence to brand it as your own.
- When your goals are made more personal, you'll become better motivated to succeed. "I am going to get better organized so that I can spend more time with my family and friends."

13

POSSIBLE

- When setting goals, be sure to consider what is possible and within your control.
- Going from being a technician to the department head may be possible in some cases, but is probably unrealistic if you are struggling to keep up with your current workload and its demands.
- A more reasonable goal might be to take an industry-sponsored course or class to help better define your skills so that you can continue to move ahead.

14

Doing things the **SMART** Way

- **S**pecific
- **M**easurable
- **A**chievable
- **R**elevant
- **T**ime-Bound

15

S	M	A	R	T
Specific	Measurable	Attainable	Relevant	Time-Bound
Make sure your goals are focused and identify a tangible outcome. Without the specifics, your goal runs the risk of being too vague to achieve. Being more specific helps you identify what you want to achieve. You should also identify what resources you are going to leverage to achieve success.	You should have some clear definition of success. This will help you to evaluate achievement and also progress. This component often answers how much or how many and highlights how you'll know you achieved your goal.	Your goal should be challenging, but still reasonable to achieve. Reflecting on this component can reveal any potential barriers that you may need to overcome to realize success. Outline the steps you're planning to take to achieve your goal.	This is about getting real with yourself and ensuring what you're trying to achieve is worthwhile to you. Determining if this is aligned to your values and if it is a priority focus for you. This helps you answer the why.	Every goal needs a target date, something that motivates you to really apply the focus and discipline necessary to achieve it. This answers when. It's important to set a realistic time frame to achieve your goal to ensure you don't get discouraged.

16

Prioritizing Your Goals

- Invest your mental focus on one goal at a time
- Choose a goal that will have the greatest impact



17

Visualization

- Emotionalizing
- Vision board
- List of the benefits



18



19

Prioritizing Your Time

Time management is about more than just managing our time; it is about managing ourselves in relation to time.

It means being willing to experiment with different methods and ideas to enable you to find the best way to make maximum use of time.

What is important is seldom urgent and what is urgent is seldom important.

Dwight D. Eisenhower

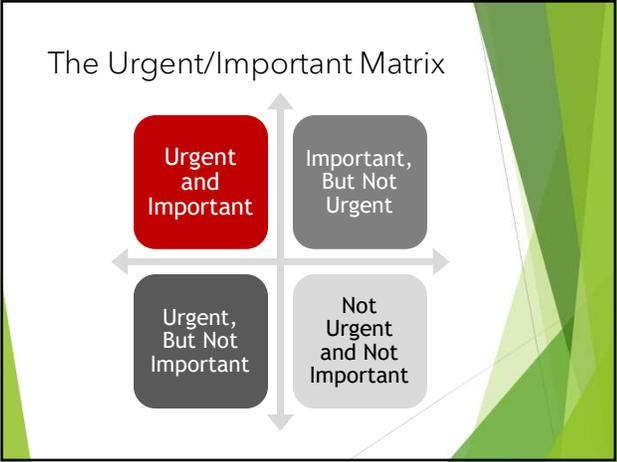
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The 80/20 Rule

80% ---> Results

20% ---> Actions

21



22

Being Politely Assertive

- Honest explanation
- Clarify your reasoning
- Give an alternative
- Stay focused

23

Planning Wisely

The hallmark of utilizing successful time management practices is consistently being productive each day.

Having a daily plan and committing to it can and will help you stay focused on the priorities of that particular day.

A work well begun is half ended.
Plato

24

Creating Your Productivity Journal

- iPad / Tablet / Notebook
- Prioritize tasks
- Cross off completed items
- Carry over unfinished tasks



25

Looking at a typical day...

<u>Tuesday</u>	<u>Wednesday</u>
8:00 Arrive for work	8:00 Arrive for work
8:10 Reviewing daily tasks	8:10 Reviewing daily tasks
8:15 Meet with team -daily assignments	8:15 Meet with team - daily assignments
8:30 Police the property	8:30 Police the property
9:00 Put out dumpsters	9:00 Begin PM on HVAC in South Building
9:30 Bring in dumpsters	11:00 Meet with HD Supply - Monthly Inventory Order
10:00 Begin turnover #421	11:30 Coaching session with new hire - John (SOP)
12:00 Lunch (1/2-hour)	12:00 Lunch (1/2-hour)
12:30 Resume T/O - #421	12:30 Address Work Orders
2:00 Online safety training webinar with HR (one-hour)	4:15 Close-out daily log
3:00 Resume T/O - #421	4:30 End of day
4:15 Close-out daily log	
4:30 End of day	

26

Maximizing the Power of Your Productivity Journal

- Plan the next day the night before
- Keep your journal with you
- Sense of satisfaction
- Remove any tasks that have been postponed three times



27

The Glass Jar Experiment:
Rocks, Pebbles, Sand, and Water

- Rocks
- Pebbles
- Sand
- Water



28

Chunk, Block, and Tackle

- Break down projects or tasks into manageable **chunks**
- **Block** off time to work on them
- Then **tackle** it with a single - minded focus

29

Ready, Fire, Aim!

- Do not over plan
- Just take action
- Adjust your aim



30

Tackling Procrastination

Procrastination means delaying a task (or even several tasks) that should be a priority.

The ability to overcome procrastination and tackle the important tasks is a hallmark of the most successful people out there.

I am a great believer in luck, and I find the harder I work, the more I have of it.
Thomas Jefferson

31

Why We Procrastinate

No clear deadline	
Inadequate resources	Where to begin?

↓

Feel overwhelmed	
Lack of passion	Fear of failure

32

Nine Ways to Overcome Procrastination

- Delete
- Delegate
- Do it
- Ask for advice
- Chop it up
- 15-minute rule
- Clear deadline
- Reward
- Remove distractions



33

Eat That Frog!

Your frog is the task that will have the greatest impact on achieving your goals, and the task that you are most likely to procrastinate starting.



34

Crisis Management

With better planning, improved efficiency, and increased productivity, the number of crises you encounter should decline. However, you can't plan for everything, so let's look at what to do when a crisis does occur.

In a crisis, be aware of the danger, but recognize the opportunity.
John F. Kennedy

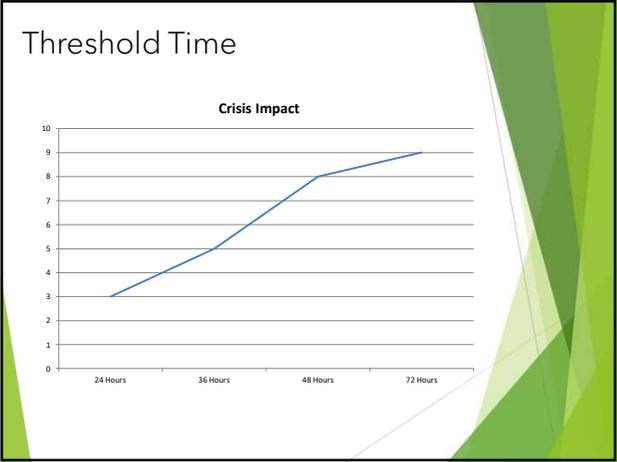
35

When the Storm Hits

- What happened?
- What were the causes?
- What will happen next?
- What events will this impact?
- Who else needs to know about this?



36



37

Creating an Action Plan

- Identify the problem
- Decide on a solution
- Break it down into parts
- Create a timeline

38

Executing the Plan

- Continue evaluating the plan working
- Stay organized and on top of events
- Deliver communication to others

39

Lessons Learned

- Why it happened
- Learn from the event
- Prepare



40

Organizing Your Workspace

In order to effectively manage your time and to be productive each day, you must create an appropriate environment.

By eliminating clutter, setting up an effective filing system, gathering essential tools, and managing workflow, you will be well on your way to create an effective workspace.

The only thing "even" in this world is the number of hours in a day. The difference in winning or losing, is what you do with those hours.

Woody Hayes

41

De-Clutter

- Working
- Reference
- Archive



42

Managing Workflow "STING"

- Select one task to do at a time
- Time yourself
- Ignore everything else
- No breaks or interruptions
- Give yourself a reward



43

Dealing with E-mail

- E-mail is best handled in batches
- Create delivery rules
- Create folders for different tasks, people or topics



44

Using Calendars

- Organize tasks
- Identify patterns
- Improve workflow



45



iPhone / Android Device Calendar

46



iPhone / Android Device Multiple Calendars

47

Delegating Made Easy

If you work on your own, there's only so much you can get done, no matter how hard you work.

One of the most common ways of overcoming this limitation is to learn how to delegate your work to other people.

At first sight, delegation can feel like more hassle than it's worth. By delegating effectively, you can hugely expand the amount of work that you can deliver.

"If you delegate tasks, you create followers. If you delegate authority, you create leaders."

Craig Groeschel

48

When to Delegate

- An opportunity for growth of another person's skills
- Reoccurring tasks
- Non-critical tasks



49

To Whom Should You Delegate?

- Experience, knowledge, skills
- Time and resources
- Require supervision
- Current workload



50

How Should You Delegate?

- Initiates action, and then reports periodically
- Acts, and then reports results immediately
- Makes recommendation, and then acts
- Asks what to do
- Waits to be told what to do
- The Spheres of Independence

51

Keeping Control

- Brief your team members
- Available for questions
- Do not micro-manage
- Ask for solutions

52

The Importance of Full Acceptance

- Review it thoroughly
- Only accept complete work
- Recognize and reward



53

Setting a Ritual

Rituals and routines can help you increase the spontaneity and fun in your life.

Because routine tasks are already planned for, you have more energy to spend on the tasks that will bring you closer to your goals and bring more joy to your life.

Discipline is the bridge between goals and accomplishment.

Jim Rohn

54

What is a Ritual?

Ritual

- Identify the task
- Identify the time and/or trigger
- Identify the sub-tasks

55

Ritualizing Sleep, Meals, and Exercise

- Establish a ritual before each night before you go to sleep
- Plan meals ahead for the week
- Try to exercise for one-hour at least three times a week

56

Example of Rituals

- Lay out your clothes the night before
- Prepare your lunch in advance
- Review your next day's activities
- Eat a good breakfast each morning
- Take a walk after lunch
- Schedule time to clean / declutter your work areas

57

Using Rituals to Maximize Time

During a break - read for ten minutes

Do some deep-breathing and stretches

Keep workspace clean and organized

Update your productivity journal daily

Set aside one lunch hour per work week to do personal errands

58

Meeting Management

Few people look forward to meetings, and with good reason. Too many meetings lack purpose and structure. However, with just a few tools, you can make any meeting a much better use of everyone's time.

History is written by people who attend meetings, and stay until the end, and keep the minutes.

Anonymous

59

Deciding if a Meeting is Necessary

- Participants
- Observers



60

Using the PAT Approach

- Purpose
- Agenda
- Time



61

Building the Agenda

TIME	ITEM	PRESENTER
2:05-2:10	1. Agenda and Meeting Purpose	Joe Smith
2:10-2:20	2. Review of Current Invoice Signing Process	Mary King
2:20-2:40	3. Review of New Invoice Signing Process	Mary King
2:40-2:50	4. Questions and Answers	Joe Smith
2:50-2:55	5. Wrap-Up	Joe Smith

62

Keeping Things on Track

- Set an agenda
- Stick to the agenda
- Follow-up on outstanding items first
- Take minutes
- End on an agreement



63

Making Sure the Meeting was Worthwhile

Meeting Summary

- Action items with start and end dates
- Milestone progress dates
- Follow up

64

Alternatives to Meetings

Sometimes, a face-to-face meeting isn't the best solution.

We will explore alternatives to meetings that can help you and your team save time and be more productive.

Don't forget that even if you use a meeting alternative, you should still use the PAT approach that we discussed in the last module, take minutes, and distribute post-meeting notes and action items.

65

Instant Messaging and Texting

- Good alternative to emails and personal meetings
- Communicates important information easily and concisely
- Should only be used when necessary
- Ensure follow-up



66

Teleconferencing

- Screen sharing
- Interactive whiteboards
- Recordable



67

Wrapping Up

We hope that this session will help improve your time management skills.

Please take a moment to review and update your action plan. This will be a key tool to guide your progress in the days, weeks, months, and years to come.

It has been my observation that most people get ahead during the time that others waste time.
Henry Ford

68

Words from the Wise

Time is free but is priceless. You can't own it, but you can use it. You can't keep it, but you can spend it. Once you've lost it, you can never get it back. **Harvey MacKay**

The way we spend our time, defines who we are. **Jonathan Estrin**

You may delay, but time will not. **Benjamin Franklin**

69



70



71
