



Foundational Learning



Workflow Learning

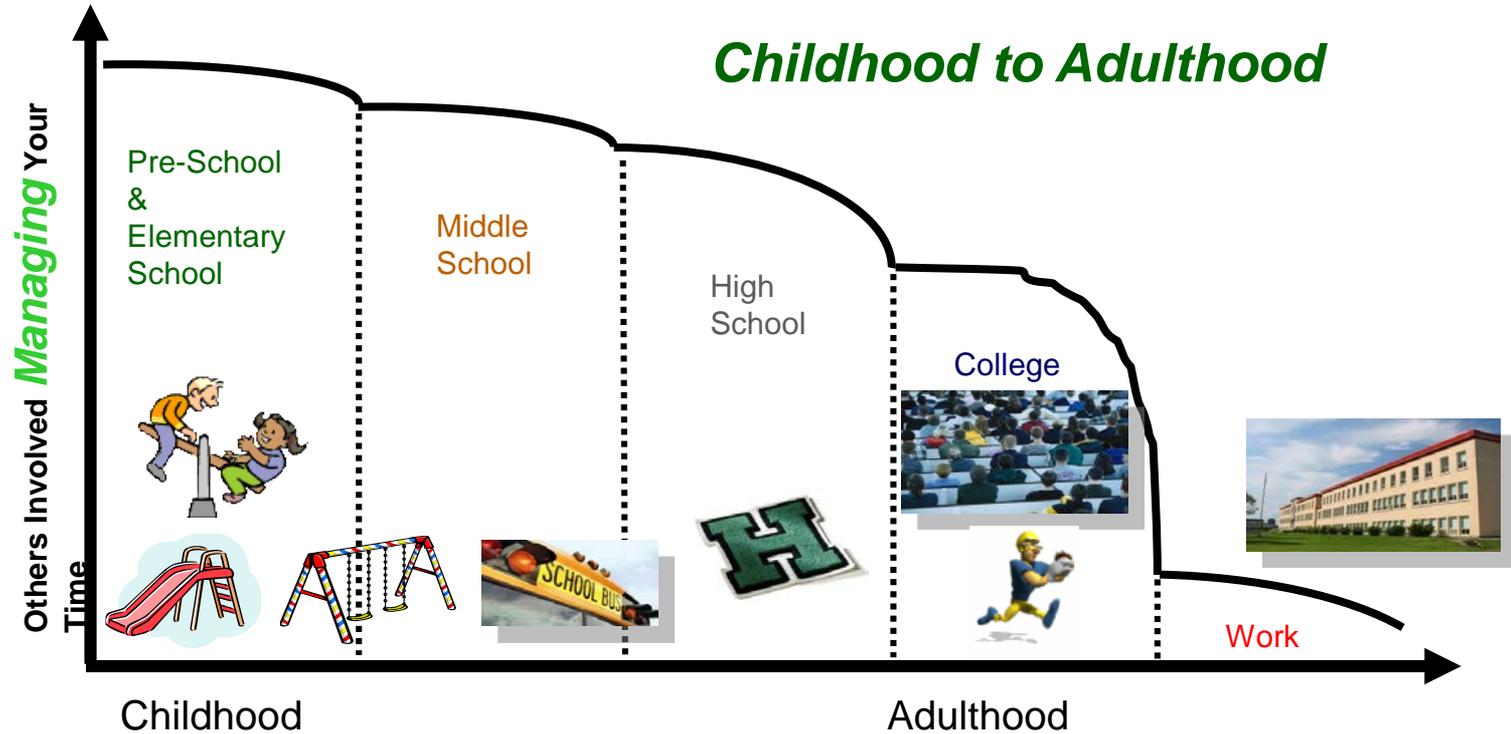


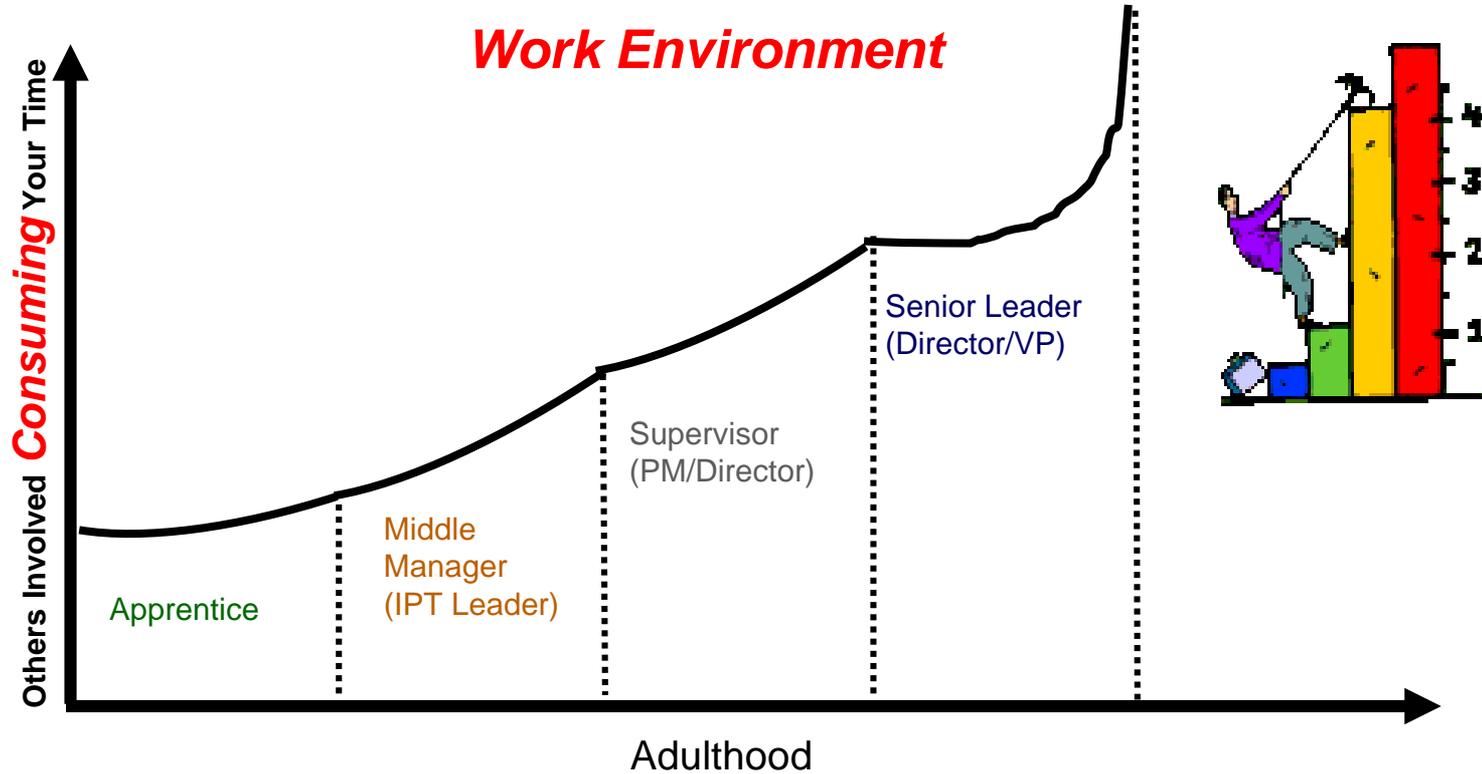
Performance Learning

Time Management: What They Don't Teach You Beyond *Grade School*

Date: 09/20/2016







“No one can save time, we all have the same amount and we can’t carry over to the next day.”

Tony Pearce

Monday Morning
Leadership





Prioritization/Daily Routine Tips

1. Touch paper (or e-mail) only once

- Throw, Act, Read (TAR)
- Do it, Delegate it, Designate it, Delete it (4 D's)

2. Set aside some uninterrupted planning time each day

3. Put everything on your calendar

4. Use a “*Gatekeeper*”

4. Clean your desk

Delegate as Much as Possible!

5. Batch activities



Tips to Handle Interruptions

1. Keep track of who is interrupting and why
2. Keep interruptions short
 - Don't allow interrupters to sit
 - Stand up when interrupter enters
3. Arrange furniture so it doesn't face the flow
4. Schedule one-on-ones with staff and boss
 - Take care of everything at one sitting if possible
5. Ask staff *“what do I do that wastes your time and hinders your performance?”*

Set Your Policy for Interruptions and Communicate to Subordinates!



Tips for Time Efficient Meetings

1. Have an agenda and stay on topic
2. Have established procedures
3. Don't fall into "perpetually scheduled" meetings
 - Make sure meeting is absolutely necessary
4. Always begin meeting with most important topic
5. Don't use group meetings for things that should be handled "offline"
6. Always start and end "On Time"
7. When people show up late, don't recap

Make Your Meetings Productive But Short!

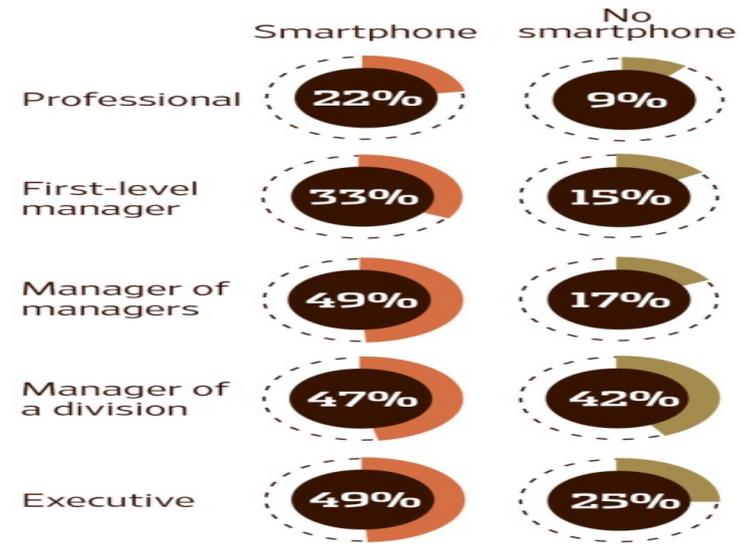
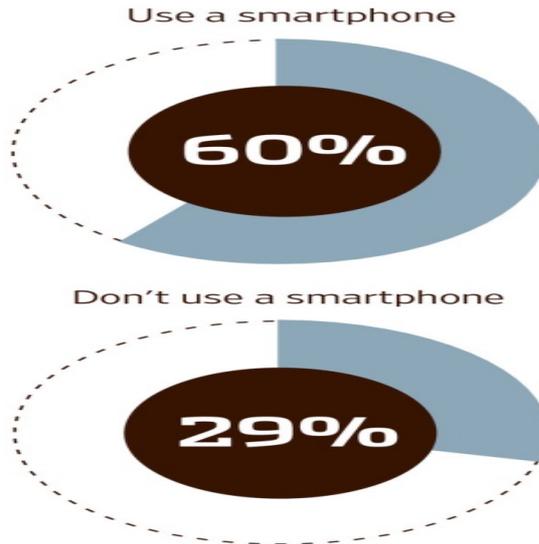
- **Keep your inbox free of “clutter”**
 - Create electronic folders
 - Create rules to automatically delete spam or move to special folder
 - Use “flags” for reminders
- Determine reasonable frequency to work email
 - Learn to focus on task at hand
 - Decide what action or response is necessary right away
 - One subject per email and be brief
 - *Send less, get less!*
- If you have to keep complete records of email correspondence save your *REPLY*
- Turn off sound and visual notices
 - Use rules to color code

A Long Workday

Executives and other professionals say they are connected to work for well more than half of the day five days a week, especially those who use smartphones for work.

■ Connected to work 13.5 to 18.5 hours a day five days a week

■ Need to respond to their boss evenings and weekends



Source: Center for Creative Leadership survey in September and October 2012 of 483 executives, managers and professionals working for companies, nonprofits, governments and other organizations world-wide
The Wall Street Journal



Controlling Your “E-Devices”

- 1. TURN THEM OFF!**
- 2. Turn off alarms, sounds, vibrations, etc.**
- 3. Designate trusted subordinate to answer your phone.**
- 4. Delegate others**
- 5. Establish expectations and communicate them to subordinates**
- 6. Use devices to enhance your leadership style, not as a replacement for personal contact**
- 7. Never e-mail when a text will do; never text when a call will do; never call when you can do it face to face.**

Life's Goal: *Minimize/Eliminate Time Thieves!*



“The difference between a successful person and others is not a lack of strength, not a lack of knowledge, but rather in a lack of will”

-- Vince Lombardi



References

- Blanchard, Ken and Gottry, Steve (2004). *The On-Time, On-Target Manager*. HarperCollins Publishers, Inc.
- Covey, Stephen R., Merrill, Roger A., and Merrill, Rebecca R., First Things First Audio Learning System
- Clemens, John K. and Dalrymple, Scott (2005). *Time Mastery*, AMACOM, American Management Association
- Harvard Business Essentials: Time Management (Paperback) (2005). HBR Paperback Series (May 3, 2005)
- Hobbs, Charles R. (1987). *Time Power*, Harper & Row Publishers, Inc.
- LearnCom, DVD, The New Time of Your Life
- Managing stress: a guide for college students, <http://www.uhs.uga.edu/stress/sleep.html>, Page updated 09/22/2006
- Tracy, Brian, DVD, Executive Time Management