

Welcome to 2021 CBCH Pre-Conference

TIME MANAGEMENT


Creating Balance in Today's Workplace



Facilitated by Doug Gertner, Ph.D.

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Time Management

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OBJECTIVES

- Learn to recognize where your time goes
- Clarify what's important and how to spend more time on it
- Learn to prioritize and control tasks
- Consider how to handle difficult time wasters

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OUTLINE

- Identify Time Wasters
- Define Priorities
- Set goals
- Using Your Planner
- Solutions to Time Wasters

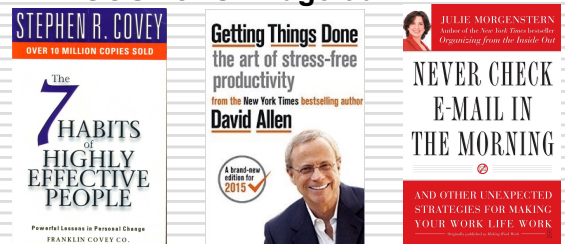
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RESOURCES - Page 30



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INTRODUCTIONS

- ☐ Your Name
- ☐ Your Job and Years Here
- ☐ COVID Consequences...
 - ☐ CURRENT CHALLENGE(S), SILVER LININGS, etc.
- ☐ What would you do with an extra hour in the day?



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OPENING QUESTIONS

- ☐ What type of planning tool do you use?
- ☐ How do you schedule activities to be most productive each day?
- ☐ What will make your time here worthwhile?



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- ☐ 24 hours in a day
- ☐ CHOICE
- ☐ 1440 minutes in a day
- ☐ COMMITMENT
- ☐ 168 hours per week
- ☐ ACTION

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INTERRUPTIONS

The 'Big Hole' in Your Day

(See page 2 in your notebook)

- ☐ On average, you get 1 interruption every eight minutes
= 50-60 interruptions per day
- ☐ Each interruption takes an average of 5 minutes = 4 hours
- ☐ Most of these interruptions are of 'little or no value' to you, meaning they are not important to what you're doing
- ☐ The sum total of these interruptions causes approximately
3 hours of wasted time every day?
- ☐ What can be done to minimize such interruptions and get back some of the wasted time?

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INTERRUPTIONS

The 'Big Hole' in Your Day

- ☐ What are the most frequent types of interruptions?
- ☐ Who most often interrupts you?
- ☐ What have you already tried doing in order to prevent interruptions?
- ☐ Ideas: Use direct, assertive communication... Schedule Office Hours... Outgoing VM message... Schedule time to read e-mail and listen to VM... Use E-mail Vacation Message Function... Put a pile of work on the chair where visitors plop down... Teach them to 'fish'... Put up a sign... Other ideas...

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Genius At Work

Please Don't
Break My
Concentration

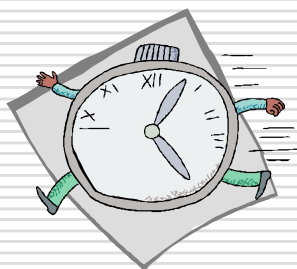


Please come back at _____

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I'm Racing
Against A
Deadline...



Thanks for your
understanding

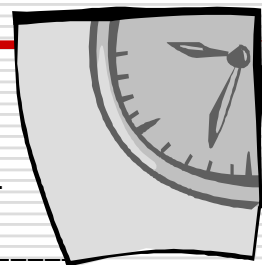
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Quiet Time

I'm Trying to Catch Up ...

Please come back at _____



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MEETINGS

Do we really need them? ~ page 22

- ☐ An agenda is built collaboratively
- ☐ The agenda is distributed in advance
- ☐ Roles during meetings include *Leader, Facilitator, Timekeeper, Recorder, etc.*
- ☐ Recorder takes and distributes minutes
- ☐ 2/3 Rule: Only those to whom two-thirds of the agenda applies should attend!

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Time Wasters

(See page 3 in your notebook)

- ☐ Attempting too much
- ☐ Crisis Management
- ☐ Disorganization
- ☐ Drop-in visitors and socializing
- ☐ E-Mail
- ☐ Inability to say "No"
- ☐ Lack of Delegation
- ☐ Lack of Planning & Prioritizing
- ☐ Leaving Tasks Unfinished
- ☐ Meetings
- ☐ Paperwork
- ☐ Poor communication
- ☐ Procrastination
- ☐ Telephone interruptions
- ☐ Other

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T I M E M A N A G E M E N T			URGENT	NOT URGENT	P a g e 7
			I	II	
M	A	I	<ul style="list-style-type: none"> Crises Pressing Problems Deadline-driven projects, meetings, preparations 	<ul style="list-style-type: none"> Preparation Prevention Planning Values clarification Relationship building True re-creation Empowerment Personal Leadership 	
N	R	X	Necessity		
A	I		III	IV	
G	X		<ul style="list-style-type: none"> Interruptions, some phone calls Some mail, some reports Some meetings Many "almost" pressing matters Many popular activities Deception 	<ul style="list-style-type: none"> Trivia, busywork Junk mail Some phone calls Time wasters "Escape" activities 	
E					
M					
E					
N					
T					

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EVOLUTION of TIME MANAGEMENT

How evolved are you?

•1st Generation: *Notes & Checklists*

•2nd Generation: *Calendars & Appointment Books*

•3rd Generation: *"Time Management"*

Based on a defined value system

•4th Generation: *Time Management tools used to focus relationships and quality of life results*

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DETOUR AHEAD

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Complete the sentence:

(On page 10)

Someday I am going to...

And place your 'somedays' along your 'lifeline'...

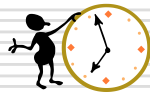
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Someday I am going to...helps to IDENTIFY YOUR VALUES

(See page 11)

- FAMILY
- PROFESSIONAL
- SOCIAL (travel, entertainment, recreation)
- PHYSICAL & HEALTH
- FINANCIAL (\$)
- INTELLECTUAL
- SPIRITUAL
- COMMUNITY



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15 VALUES COMMON TO ALL CIVILIZATIONS & FAITH TRADITIONS

- | | |
|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> WISDOM | <input type="checkbox"/> INDUSTRIOUS |
| <input type="checkbox"/> INTEGRITY | <input type="checkbox"/> HUMILITY |
| <input type="checkbox"/> LOVE | <input type="checkbox"/> THRIFTY |
| <input type="checkbox"/> FREEDOM | <input type="checkbox"/> GENEROSITY |
| <input type="checkbox"/> JUSTICE | <input type="checkbox"/> OBJECTIVITY |
| <input type="checkbox"/> COURAGE | <input type="checkbox"/> COOPERATION |
| <input type="checkbox"/> PATIENCE | <input type="checkbox"/> MODERATION |
| <input type="checkbox"/> See page 12 | <input type="checkbox"/> OPTIMISM |

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Creating Value Statements

- ☐ **VALUE:** *a word or two that defines you*
- ☐ **DEFINING STATEMENT:** *what this value means to you*
- ☐ **DESCRIPTION:** *written in present tense, described as if it's happening right now*

PAGES 13 & 14

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Creating Value Statements PERSONAL Example

- ☐ **VALUE:** *Balance*
- ☐ **DEFINING STATEMENT:** *I spend a satisfying amount of time with my family, on my paid work, and at play*
- ☐ **DESCRIPTION:** *I drop off or pick up at bus/school 5-7 times/week, go on 'date night' twice/month, do my paid work 4-5 days/week, ski 20 times/season, take a 3-4 week family vacation every year, I have finished my next book.*

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Creating Value Statements PROFESSIONAL Example

- ☐ **VALUE:** *Professional Development*
- ☐ **DEFINING STATEMENT:** *I value training for my employees to foster their career development*
- ☐ **DESCRIPTION:** *Each of my staff goes to 3 full-day workshops per year, and each attends the annual association conference and one other professional conference of their choice*

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Creating Value Statements PROFESSIONAL Example

- ☐ **VALUE:** *Productivity & Integrity*
- ☐ **DEFINING STATEMENT:** *I value using my time on what matters most.*
- ☐ **DESCRIPTION:** *I set annual, quarterly, and monthly goals, and meet weekly with my manager to get their support for my progress. My time is mostly spent on what I care most deeply about.*

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Creating Value Statements

3 PROFESSIONAL & 3 PERSONAL ~ page 13 & 14

- ❑ **VALUE:** *a word or two that defines you*
- ❑ **DEFINING STATEMENT:** *what this value means to you*
- ❑ **DESCRIPTION:** *written in present tense, described as if it's happening right now*
- ❑ **DO NOT WRITE GOALS,** yet

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SMART GOALS

- ❑ **SPECIFIC** - *written and remembered*
- ❑ **MEASURABLE** - *benchmarks to achieve*
- ❑ **ACTION-ORIENTED** - *contain verbs*
- ❑ **REALISTIC** - *no 'impossible dreams'*
- ❑ **TIME & MONEY-bound** - *include beginning/ending points + \$ parameters*

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GOAL STATEMENTS

- ❑ **VALUE:** *Professional Development*
- ❑ **DEFINING STATEMENT:** *I value continuing education to foster my career goals*
- ❑ **DESCRIPTION:** *I have finished my degree and received a promotion and a raise*
- ❑ **SET SMART GOALS...**

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GOAL STATEMENTS

- ❑ **FIVE YEAR:** I have my ___ degree, new job title= ___, and higher salary of \$___/year
- ❑ **ONE YEAR:** *Have completed # classes*
- ❑ **MONTHLY:** I attend classes regularly @ _
- ❑ **THIS WEEK:** *Register for first class*
- ❑ **TOMORROW:** *Get catalogue and registration info*

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GOAL STATEMENTS

- ❑ Write Goal Statement(s) for one or more of your Values
- ❑ May be Long- Intermediate- or Short-Range, or Monthly/Weekly/Daily
- ❑ Do a 'SMART' Check to ensure your Goals are Specific ~ Measurable ~ Action-Oriented ~ Realistic ~ Time & Money-bound

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Ask yourself this question:

Why Don't I Plan?

What are your reasons or excuses for not planning daily, and what are the consequences?

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Principles For Using A Planner ~ page 18

- ☐ Use a planner (this is really a pre-principle)
- ☐ Always have your planner with you
- ☐ Only use one planner
- ☐ Align daily tasks with your value system
- ☐ Prioritize tasks
- ☐ Work on first prioritized tasks first
- ☐ Check off tasks as they are completed
- ☐ Allow enough time for each task-expect interruptions
- ☐ Plan free time to do tasks & handle unexpected
- ☐ No floating pieces of paper

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A Simple Method for Prioritizing

- ☐ A = TOP PRIORITY - must do today
- ☐ B = IMPORTANT - want to do today
- ☐ C = NOT NECESSARY - nice to do, but...

 Then prioritize each with 1-2-3-4...



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Personal Commitment: My Time Management Action Plan ~ pages 25-28

- ☐ Complete the items on pages 25-28 as a guide to what we have covered
- ☐ Set goals for how to reduce *time wasters* and increase *planning time*
- ☐ Envision a more balanced life and consider how to reward yourself
- ☐ Sign and date your Action Plan
- ☐ GO FOR IT!

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Final Video: Putting the 'Big Rocks' First

- Today you have identified what is most important to you, your values, planning...
- These are your 'big rocks...'
- By putting these first every day, you are making time for the most important aspects of your life...
- Spend time on the big rocks, your priorities, and the little stuff will fill in around it...

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Thank you for attending Time Management

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For a progress report and additional resources, please contact me three weeks from today:

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