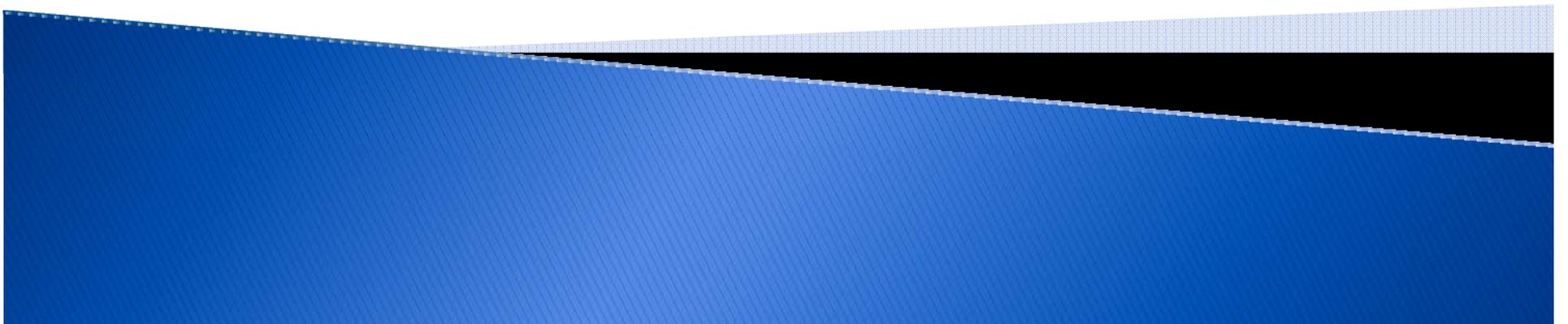


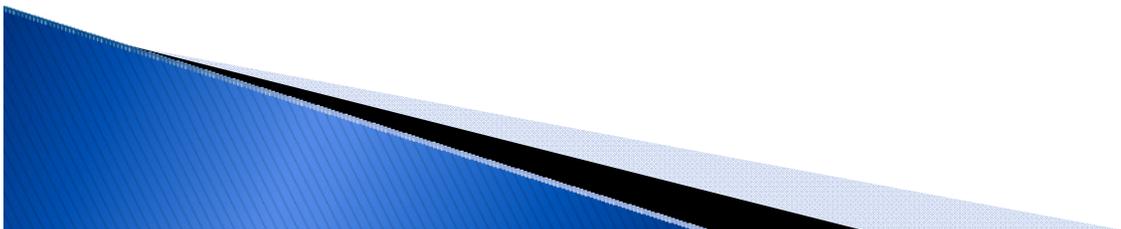
Time Management

Making the Most of Your Time



Welcome

- ▶ Who is in the room?
- ▶ Working in your program is like...
 - The song ... because....
 - The TV show ... because....
 - The amusement park ride ... because
- ▶ On a Post-It, record your biggest challenge with managing your time



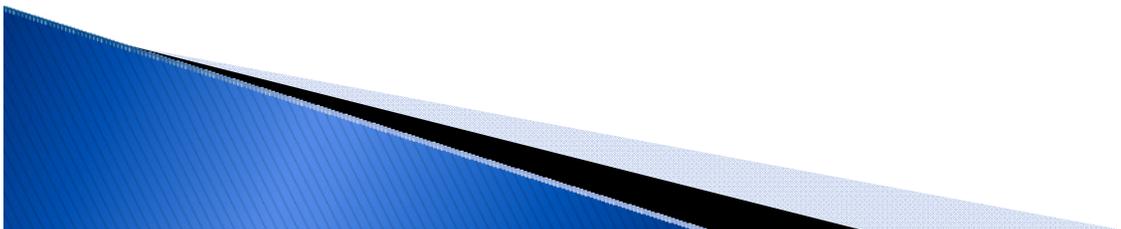
Mind Set—Covey

	URGENT	NON-URGENT
IMPORTANT	Quadrant I Crises Pressing problems Firefighting Major scrap and rework Deadline-driven projects	Quadrant II Prevention Production capability activities Relationship building Recognizing new opportunities Planning Re-creation
NOT IMPORTANT	Quadrant III Interruptions Some calls Some mail Some reports Some meetings Proximate pressing matters Popular activities Some scrap and rework	Quadrant IV Trivia Busywork Some mail Some phone calls Time-wasters Pleasant activities

Time Management Quiz

- ▶ Read and respond to the 10 questions
 - “No”
 - “Sometimes”
 - “Yes”
- ▶ Grouping the statements

- ▶ “The way I manage my time is a HABIT based on choices and decisions that I make.”



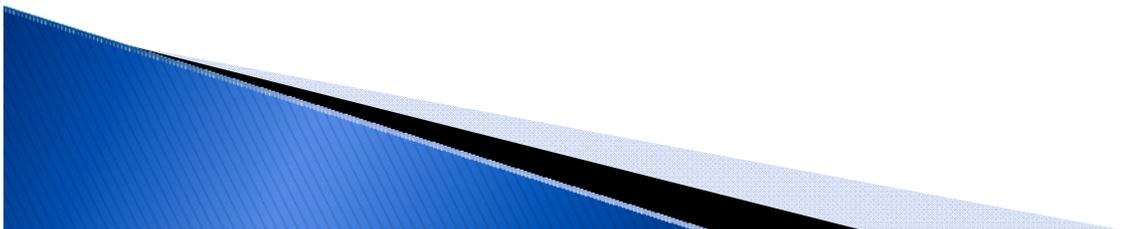
Strategies

- ▶ Don't waste time (Every minute counts!)
- ▶ Be punctual (Lessons of timeliness)
- ▶ Keep a calendar (Backward plan deadlines, set up the "routine")
- ▶ Create a "To Do" List and a "Task List" (Know the difference between the two)
- ▶ Prioritize your list (Today, Looming, Work Toward, Whenever)
- ▶ Resist the urge to procrastinate (Set the "due date" early)



Strategies 2

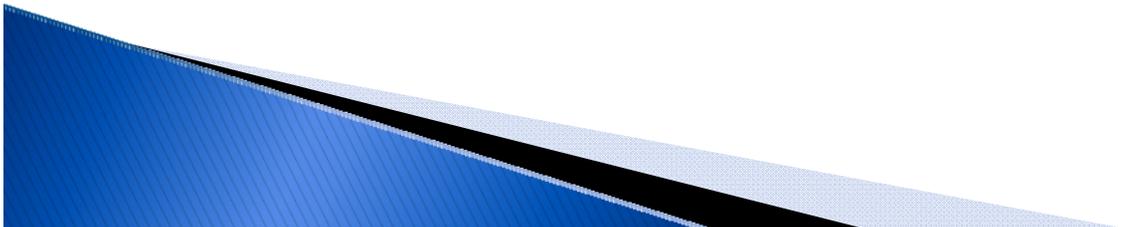
- ▶ Schedule time for flexibility and essential non-work tasks (Exercise, stress....)
- ▶ Work quickly and efficiently (set a routine, use timesavers)
- ▶ Organize your physical work space (Desktop, computer desktop...)
- ▶ Learn to say, “NO”
- ▶ Reprioritize when necessary
- ▶ Delegate when you can (To Do vs. Task)
- ▶ Do the task differently
- ▶ Speed up (sacrifice excellence for expediency)



Goals

“If you don’t know where you are going, any road will do.”

- ▶ Create a blueprint
- ▶ Put it in writing
- ▶ Categorize into “big buckets”
- ▶ Strategic priorities



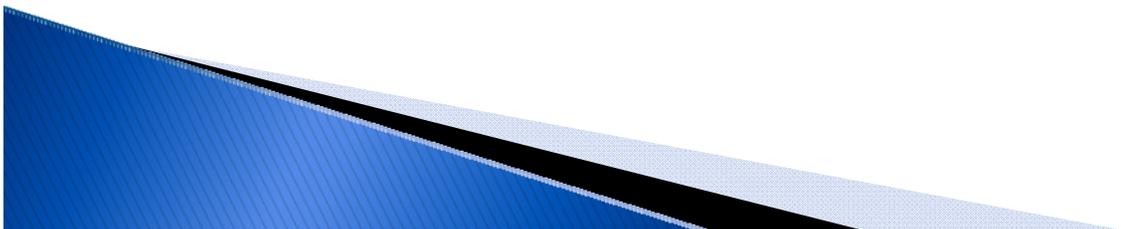
Establish A Routine

- ▶ If you do not have a plan you are not flexible, you are operating by the “seat of your pants”.
- ▶ What are the tasks that you must do daily, weekly, monthly, quarterly, yearly?
- ▶ Divide these tasks into three categories:
 Need To Want To Nice To
- ▶ Separate your items into one of those 3 columns
- ▶ Example: Communicating with Site Coordinators



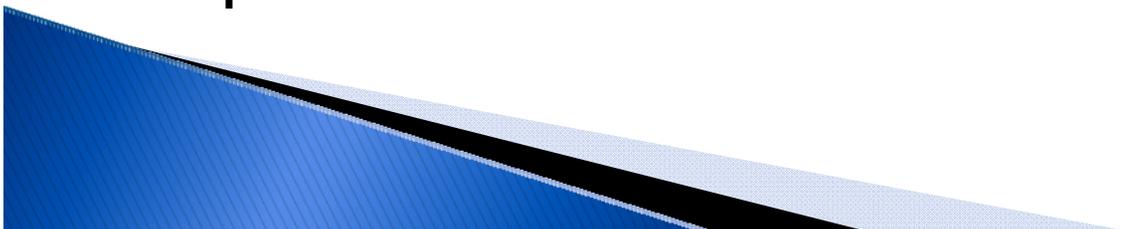
Looking At Your Day—SC

- ▶ Pre-Pre Opening: Before anyone else arrives
- ▶ Pre-Opening: When staff arrives (set the tone for the day)
- ▶ Opening: Getting the kids on board
- ▶ Rotations: Program operation
- ▶ Closing: End of the day



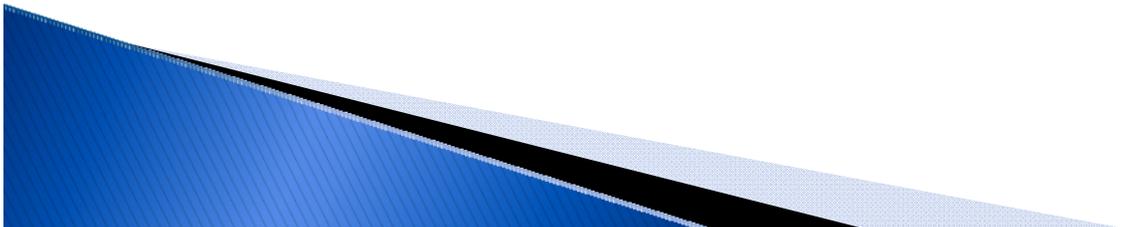
Looking At Your Day--Other

- ▶ Schedule routine items (beginning and/or end of the day)
- ▶ Schedule meetings and other standing appointments; recurring deadlines, etc.
- ▶ Schedule time for “crisis” management if this is part of your work
- ▶ Schedule dead-lined projects—find “chunks of time”
- ▶ Recap at the end of each day, week, month, quarter



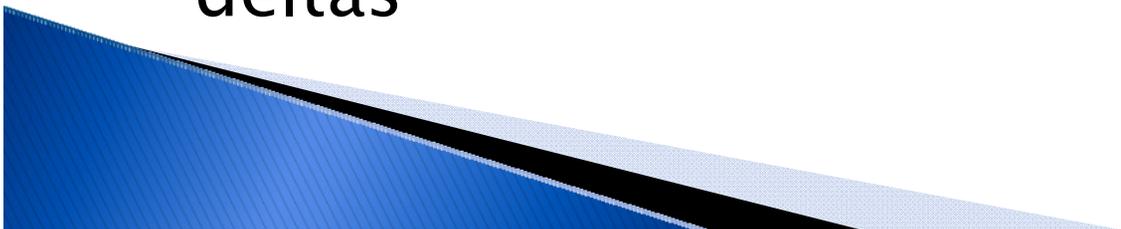
Meetings

- ▶ Is a meeting appropriate?
 - 1:1
 - Email
 - Memo
- ▶ What is the purpose of this meeting?
 - Communicating
 - Administering
 - Deciding
- ▶ Format
- ▶ Interactive (1 and 3)
- ▶ “Talking Head” (2)



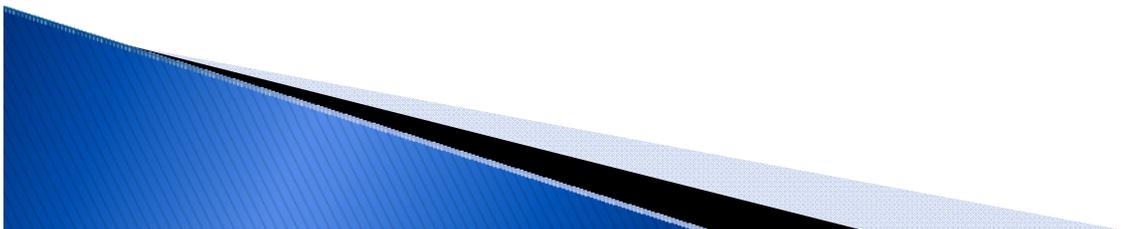
Effective Meetings

- ▶ Know what you want from the meeting
- ▶ Prepare an agenda beforehand and circulate
- ▶ Assign meeting preparation
- ▶ Begin and end the meeting on time
- ▶ Assign a person to take notes to be distributed within 48 hours—salient points and Action Items
- ▶ Focus on the content
- ▶ Assess the meeting process—plusses and deltas



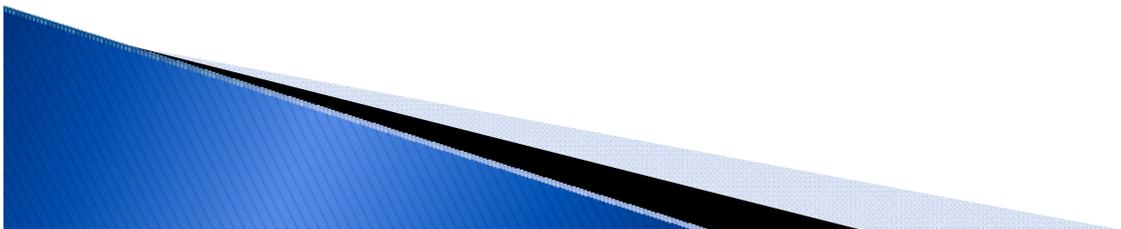
Strategic Communication

- ▶ Planned and accomplished a purpose
- ▶ Targeted to a particular audience
- ▶ Designed and delivered to produce the desired outcomes which may be changes in policy, practices of an organization or individual behavior
- ▶ Aims to achieve results with the best possible use of time and resources



Wrapping Up The Day

- ▶ Informal debrief
- ▶ What did I learn today
 - Confirm
 - Tweak
 - AHA!
- ▶ What went well today?
- ▶ What is the priority for tomorrow?
- ▶ What did I struggle with
- ▶ How might I do things differently tomorrow?



Q and A

