

Bruce Mayhew Consulting

Communication Training

imagine...

You can do anything... not everything.

*Time Management
Complete Your Top Priorities*



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tiny tweaks



BIG CHANGES

If You Could Change....

- *What Time Management habit would you like to change:*
 - *Personally*
 - *Professionally*

Time Management

- Gives us Work / Life balance:
 - At home: Things that are important to us
 - At work: Higher productivity, profits, enjoyment / pride

- We decide what our relationship looks like with:
 - Ourselves
 - Our families / friends
 - Our work
 - Our co-workers / clients
 - The assets we manage

Today's Objectives

To give you resources that will help you prioritize important work... so you can proudly enjoy productive days and efficiently achieve your goals.

Productivity Robbers

- Productivity Robbers:
 - Procrastination
 - Not Knowing Where To Begin
 - Overloading Your Schedule
 - Travel
 - Meetings
 - Email / Text Messages

Productivity Robber: Procrastination

□ What Is Procrastination?

Procrastination is when you intentionally avoid doing something important you should be doing.

Procrastination: Solution

- How Do We Stop Procrastinating?
 - Evaluate our important work vs. busy work
 - Schedule time to start
 - List all the things we can do – and then start

 - Recognize when we are procrastinating

Productivity Robber: Not Knowing Where To Begin

- What Is Not Knowing Where To Begin?
 - *A task you've not done before*
 - *Something has to change but you don't know what or how*

Knowing Where To Begin: Solution

- Two Steps:
 1. *Write A List Of 'Tasks' You Think Are Necessary To Complete Each Step*
 2. *Start Anywhere*

Productivity Robber: Overloading Your Schedule

- What is Overloading Your Schedule?

Agreeing to take on additional responsibilities and then... figuring out how to get all your work done.

Overloading Your Schedule: Solution

- Know Your Key Job Responsibilities
- Know Your Professional & Personal Goals
- Delegate Work To Subordinates:
 - Mentor Them
- Learn To Say 'No'

Productivity Robber: Travel

- Why is Travel A Time Robber?

- Types of Travel:
 - Trips To Different Cities
 - Local Trips To Offices / Meetings

Travel: Solutions

- Have Something To Read In Waiting Rooms / Taxis
- Prepare For Travel & Meeting
- Use Flights (You'll Be 'Interruption Free')
- Use Car Trips To & From Work

Productivity Robber: Meetings

- Executive Meetings Meetings 30% to 50% Of Our Time
■ Between Meetings & Email, There's Not Much Time Left

Meetings: Solutions

- Everyone Comes Prepared For The Meeting:
 - The Agenda / Purpose Provided In Advance:
 - All Conversation Focused On Solutions / Goals
 - New Points Are 'Parked' For Future Meetings (or at the end)
 - Informal Conversation Before The Official Start
 - Meetings Start On Time:
 - Meetings Finish On Time (or earlier)
 - Everyone Is Accountable For Their Action Items
 - Minutes Are Taken & Distributed Quickly

- Meetings Scheduled For The Afternoons – Not Mornings

Productivity Robbers: Email & Instant Messages (IM)

- Benefits:
 - Faster Communication
 - International Communication
 - Many People At One Time
 - Move Documents Instantly
- Risks:
 - Lack Of Tone
 - Incomplete Thoughts
 - To/CC/BCC People Without Direct Need
 - Appears To Be Free But Costs Lots... Especially In Time

Email & Instant Messages (IM): Solution

- Schedule When You Check It And Write It:
- Use Outlook Features:
 - Folders & Rules
 - Audio Alerts (Turn Most Off... Even for IM)
 - Out Of Office
- Ensure You / Your Team Knows How To:
 - Use To: / Cc: / Bcc:
 - Write A Great The Subject Line
 - Bottom Line Messages

Important Work vs. Busy Work

□ What Is Important Work?

- Work That Is Related To Your Key Objectives:
 - Job Description - Your Highest Priorities
 - Performance Appraisal
- Help You Achieve Your Personal And Professional Goals

□ What is Busy Work?

- Work That Has Little / No Strategic Impact
- Not Constructive Or Productive (*may have been in the past*)
- Work That May Be Someone Else's Work
- Often Appears As URGENT... Making Everyone REACT

Important Work vs. Busy Work

- What does 'Busy Work' look like?
 1. You increasingly get to the office early and leave late
 2. You uncharacteristically miss due dates
 - Personally
 - Professionally
 3. Your 'Key Objectives' are at risk
 4. Your email inbox has many unread email
 5. You have trouble getting a restful sleep
 6. Your temper is shorter:
 - Impacting the people closest to you first
 7. You work weekends – even at the cottage

Time Management Matrix

	Urgent	Not Urgent
Important	I <ul style="list-style-type: none">▪ Crises▪ Pressing problems▪ Deadline-driven projects, meetings, tasks	II <ul style="list-style-type: none">▪ Preparation▪ Planning, goal setting▪ Relationship building▪ Reevaluation & improvement
Not Important	III <ul style="list-style-type: none">▪ Interruptions▪ Unplanned activities▪ Some phone calls▪ Some meetings	IV <ul style="list-style-type: none">▪ Busywork▪ Escape activities▪ Diversions▪ Time wasters

Important (Enabling) Work

Stephen R. Covey

Important Work / Quadrant II

- To Be In Quadrant II You Need:
 - Clear Understanding Of:
 - Corporate Goals / Objectives
 - Division / Team Goals / Objectives
 - Personal Goals / Objectives
 - Personal And Company Values
 - To Prioritize Your QII and Other Work

How To Prioritize

- Plan Your Week
- Plan Your Day
- Do Strategic Work When You Are AT Your Best

How To Prioritize Your Schedule

□ Do Strategic Work When You Are Best

Study after study shows almost all of us are more creative and strategic in the morning... even people who don't think they are morning people. The reason is that we are most rested then.

□ AM = Block off quiet strategic time

□ PM = Do routine work – like answer email

How To Prioritize Your Schedule

- Plan Your Week Not Your Day
 1. Block off Strategic Mornings (AM)
 2. Identify Strategic / Important Objectives (QII / QI)
 - Prioritize Strategic Objectives:
 - Break Down Project Elements & Prioritize
 - Consolidate similar tasks
 - Tackle tough Jobs First
 - Delegate
 3. Leave Space for Urgent / Crisis (PM)
 4. Schedule The Rest Of Your Week
 5. Protect your schedule and plans:
 - Stay aware of low-quality activities

How To Prioritize Our Schedule

- How Do We Schedule Important Work?

- When Faced With A Task:
 - Does it fit in QII or QI?
 - Yes = Do it / Schedule it
 - No = Seriously Consider Declining

 - Level 1 priorities = Quadrant II
 - Level 2 priorities = Quadrant I

Your Day - Today

- Your Daily Plan should cover three main areas:
 1. Scheduled activities for the day showing time allocated to each
 2. Identification of key tasks for the day to allow them to be prioritized
 3. Indication of who you need to contact during the day to allow you to complete tasks

Crisis Will Happen

- Crisis should be the exception not the rule
- The best way to deal with a crisis is to prevent it:
 - Build a realistic schedule:
 - Include time for Urgent Work
 - Stick to our schedule
 - Use interim targets and milestones to break the task or project into manageable chunks
 - Don't let scope creep happen

Questions... now or later?

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