TIME MANAGEMENT

Speaker(s): Erik Owen
Wally, are you almost done with your part of the project?

I work best under pressure, so I wait until the deadline is almost here.

What if something more important comes up and you don't have time?

That's the cornerstone of my system.
Cartoon #3

Welcome to Dogbert’s School of Time Management.

Today you will learn that rudeness and good time management are the same thing.
Cartoon #4

I can teach you to manage your time more efficiently.

Put all of your high priorities on one list and your low priorities on another.

Then do everything on both lists even if it kills you, otherwise you're a freakin' loser.

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Too Much Stuff

- Organize
- Prioritize
- Anticipate
- Delegate
- Execute
Organize

- Can’t get efficiency without organization
- Tools to organize
- 80/20 rule
- Set goals
Organize

• Vision/Mission/Purpose
  – Determine metrics of what deserves focus and what to ignore
  – Preparation allows for decisiveness
    • If I know what "right" is and isn’t, then I can pick quickly
Prioritize

- Urgent vs. Important
- Timing
- Customer expectations
- "Rocks" principle
Anticipate

- “The difference between a good leader and a great leader is learning to anticipate rather than asking.” Craig Groecshel @ GLS
  - Situational awareness
  - Discernment
- Get “ahead of the plane”
Delegate

• What tasks require you?
• Everything else can be delegated
• Break down the parts
• Determine the right people to complete each task
• Communicate expectations
• Follow-up
Execute

• Small task; do it now
• Items not delegated; use OPAD method
How does Style fit in?

• Make it your own
• Tools
• Organizational culture and expectations
• Cultural customs
Cartoon #5

Dogbert the CEO: We'll execute our strategy in the usual way.

The powerful will delegate to the untalented until failure is achieved.

How long will that take?

We just finished.
Cartoon #6

1. Why did this take so long?
2. You're comparing a task – the likes of which has never been done – to your imagination of how long such things should take.
3. Well then, the quality is bad. Compared to...?
Tips & Tricks
Tools