Making Time for Visionary Leadership

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Our Goals

- To provide strategies and ideas to improve
  - Time management
  - Productivity
  - Email management
  - Utilization of technology
- To share our personal perspective and experience
- To provide an opportunity for participants to share ideas
Time Management

- Can we really manage time?
- We can manage ourselves and what we do with the time we have.
- “The key to managing all of our ‘stuff’ is managing our actions” – David Allen
- Keep the big picture and long-term goals in mind
- Find what works for YOU!
Get Started

- Organization isn’t easy!
- Keep an activity log for one day
- Make changes based on log
  - Identify productive times
  - Eliminate waste

- We need simple, applicable ideas TODAY!
- Takes less time to get organized than struggle through
## Time Wasters vs. Time Savers

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<td>Ineffective meetings</td>
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“Rules”

- Deal with Procrastination NOW
  - Note your commitment—write it down
  - Own your project
  - Work in small steps
- Start the hard stuff first—Brussels sprouts
- Information Assistant—have a system, keep it updated
- Work at home
- Don’t work at home!
“Rules”

- In box
  - Act on it, file it or toss it
  - If takes less than 2 minutes, do it now
  - Pre-sort mail: file, read, contact
  - 3 D’s of correspondence: delegate, do, destroy
  - Dump it, do it, delegate it, delay
“Rules”

- To Do List
  - Have a master list—stuff?
  - Daily list, running list, combination
  - Clean, separate list
  - Prioritize – 80/20 rule
  - Must rank to-do’s (A-F)
  - Estimate how long tasks will take
  - Daily Action Folders
  - Deadlines (realistic!) for everything
  - Check before you leave home and office as reminder
“Rules”

- Five Strategies of Mastering Workflow – Allen
  - collect, process, organize, review, do

- Weekly review—goals and tasks

- Tough to do...
  - Eliminate tasks
  - Learn to say “no”
  - Reward yourself
“Rules”

- Four D’s: do it, decide when to do it, delegate it, drop it
- 5-9 things to make today great
- Do it, delegate it, defer it – Allen
- Files within reach
- Files A-Z only, maybe color coordinated subject
- When in doubt, throw it out
- When in doubt, keep it
- Use in 6 months or toss
Tips

- Control your schedule
  - No-meeting times
  - Schedule meetings with your projects
  - Schedule time for email, calls, etc.
- Be flexible—expect interruptions
- Empty workspace except for current project
- Start each morning with clear desk
- Set goals to eliminate personal time-wasters
Tips

- Set “office hours” – open or sign up
- Include time for return call in messages
- Always have meeting agenda; stay on time
- Monthly folders
- Delegate and let go
- Get the big monkeys off your back
- Include a catch-up day in your out of office email
- Get outside help
Tips

- Reading
  - Sort pile: job, personal interest, professional development, management, etc.
  - Review TOC and highlight
  - Skimming works
  - Remove or copy single articles
  - Add ideas/tasks to list
  - Copy to others as form of delegation
  - Scheduled reading time
  - Book groups
Technology as a Time Saver

- Email
- Instant Messaging
- Voicemail
- Meeting Manager
- Project Manager
- PDA Devices
Email

American professionals spend more than 40% of the workday on e-mail and information storage.

If you get 50 messages a day and spend, on average, 3 minutes on each message, you will spend 2 hours and 30 minutes on email each day.
Operation In Box

- Send fewer e-mail messages
- Don’t e-mail during your personal time
- Unsubscribe from listserves
- Separate work email from personal email
- Use Filters and flags to help you prioritize
- Ban e-mailing on Fridays
- Telephone, Instant Messenger or ask in person
- Set inner-office guidelines for using e-mail
Now that they’re in there...

- Turn off timer or notice telling when you have a msg
- Schedule time daily to respond to email
- Touch each msg only 1 time
- If you must...find a way to manage messages you will respond to at a later time
- Archive or file messages
- Don’t be afraid to hit “delete”
Model Good Behavior

- Ask for the type of reply you want (call me, email ok)
- Consider individual communication preferences
- For a personal touch, call then follow-up with e-mail
- Use the subject line (Action, Info, Request, Confirmed, EOM, NRN – summarize not describe)
- Be clear and concise: Action, Background, Close
- For a quick response, call, instant message or text
Model Good Behavior

- Provide full context at the start of your message
- Appropriate use of cc: and bcc:
- Edit forwarded messages
- Reconsider attachments
- Observe “reply all” etiquette
- Make sure content is e-mail appropriate
- Set guidelines for use of e-mail in the office
Instant Messaging

- Consensus building
- Fast Response Needed
- Build a bridge between various campus offices
- Time-sensitive information
- Information that isn’t “mission critical”
- Are you free?
- Use instead of referring students to email or phone
Other ideas...

- Voicemail Manager
- PDA/Cell Phones
- Web-based Meetings
- Project Manager
- Other Suggestions?
YOUR Ideas...

BELIEVE you can control and utilize your time well
References

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