



Eating the Frog First

and Other Key Principles of
Time Management

Agenda

- Re-thinking time management:
shifting our focus
- Time principles
- Time zappers
- Top five time management musts



Purpose

- Provide tools and methods that will enable you to:
 - Do things differently
 - Be more effective, efficient, and consistent in the things that need to be done
 - Optimize your use of time





Re-Thinking Time Management: Shifting Our Focus

Re-Thinking Time Management

- It's about being...
 - Effective
 - Efficient
 - Consistent



Re-Thinking Time Management

- It's about the...
 - Quality of your work
 - Quality of your life



Re-thinking time management...
There is no such thing as managing time,
you can only manage your behavior
and the activities you engage in.





Time Principles

The Influence of Personality

- The Good News
 - You have the ability to manage yourself
- The Bad News
 - You are going to be your own greatest obstacle

Easy

Routine

Right thing

Reason to do it



Time Management Principle

#1

Know Who You Are



Know Who You Are

Influencer
Promoter

Relator
Facilitator

Controller
Driver

Thinker
Analytical



Know Who You Are

Influencer
Promoter

*"I need to involve
others..."*

Relator
Facilitator

*"It's hard for me to
say no..."*

Controller
Driver

*"I need to get things
done..."*

Thinker
Analytical

*"I need to have
more..."*



Know Who You Are

Influencer
Project Manager

Disorganization
“I need to involve others...”

Relator
Facilitator

Interruptions
“It is hard for me to say no...”

Controller
Driver

“I need to get things done...”

Thinker
Analyst

Procrastination
“I need to have more...”



Know Who You Are

- Insight
 - Your strength is also your weakness
 - Your needs and motives drive your behavior
 - When do you do your best work?
 - How much sleep do you need?
 - When/where are you most creative?
- Challenge
 - Motivation and discipline



Time Management Principle

#2

Build Relationships



Build Relationships

- Know who your “go to” people are
- Ask questions
- Hand off work to people who can do a better job
- Develop your team power



Build Relationships

- The power of a team
 - Trust
 - Conflict
 - Commitment
 - Accountability
 - Results



Time Management Principle

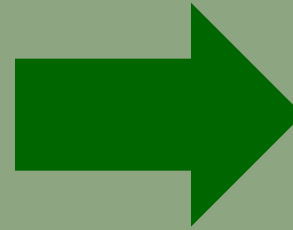
#3

Take Care of Yourself



Take Care of Yourself

- Struggling?
 - Technical
 - Can't think or focus
 - Feel out of the loop
 - Too many interruptions



Ask why and address the issue



Take Care of Yourself

Struggling helpers

- Get enough sleep
- Eat lunch
- Drink a lot of water
- Go to classes
- Give yourself praise





Time Zappers

Time Zapper

#1

Procrastination



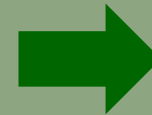
Overcoming Procrastination

Task



Unpleasant

- Overwhelmed
- Fear Failure



Eat the
Frog First



Overcoming Procrastination

“Eat your frog the very first thing each morning, and you’ll have the satisfaction of knowing that it’s probably the worst thing you’ll do all day.”

–Mark Twain



Overcoming Procrastination

Disorganized → Overwhelmed → Reactive

“If you only do what you always did, you will only get what you’ve always gotten.”

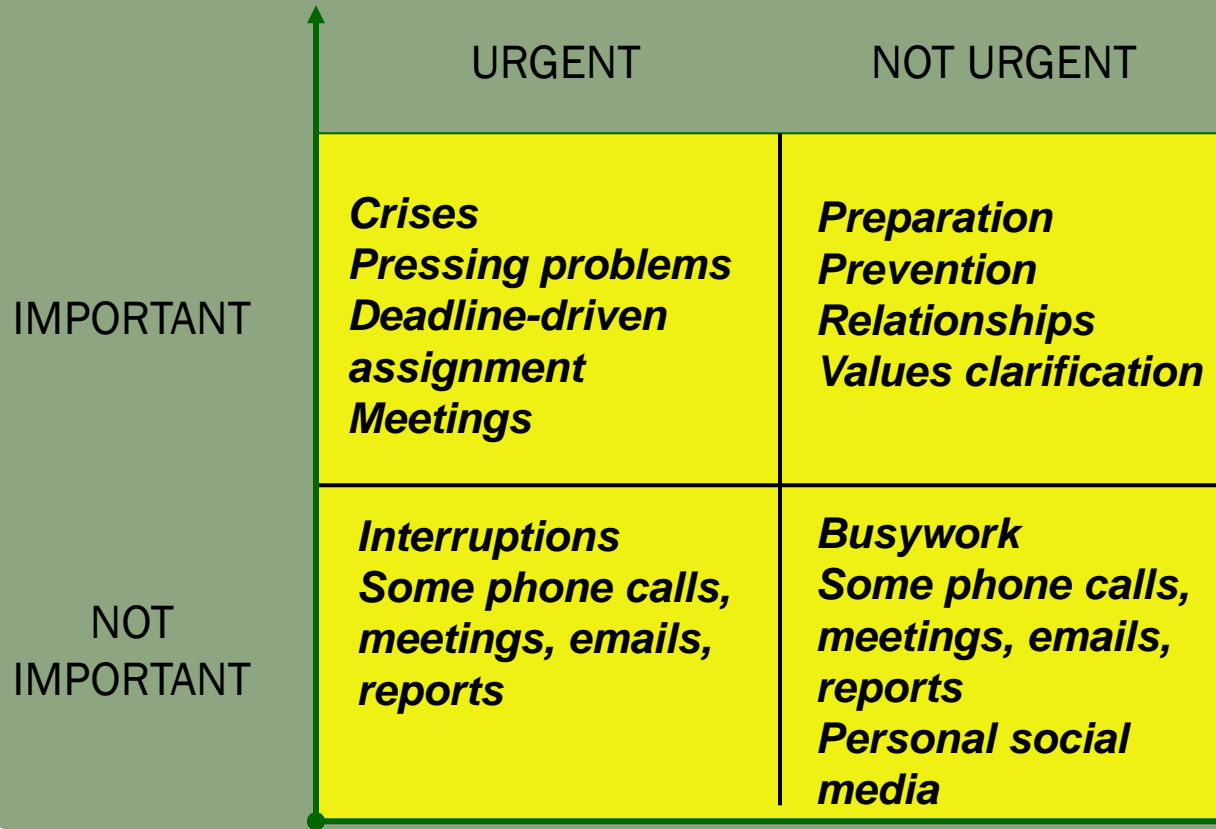


Overcoming Procrastination

- Acknowledge your goals
- Identify/list your tasks
- Prioritize
- Put into action



Priority Inbox



Time Zapper

#2

Interruptions



Email Management

1. Sell your group on a low, need-to-read information diet
2. Send a CLEAR compliant message
 - C – How is it connected to my job?
 - L – List what you want me to do
 - E – What do you expect me to do (minimally)?
 - A – What is my ability to help?
 - R – Am I the right person?



Email Management

3. Be MURTA compliant
4. Only use CCs when necessary
5. You don't have to respond to every email
6. Turn off email alerts or close email program



Effective Telephone Use

- Don't feel compelled to ANSWER the phone every time it rings
- If you are right-handed, put your phone on the LEFT SIDE of the desk—so you can hold the phone and take notes at the same time



Effective Telephone Use

- Let people know, on your voicemail, exactly when you will RETURN CALLS
- When leaving voicemail messages, tell people exactly what you need, how to contact you, and the best time to reach you



Effective Telephone Use

- When leaving messages with a human being, ask that person to REPEAT your message back to you to make sure they got it right
- Learn to use all of the FUNCTIONS on your phone to be as effective as possible at work



Time Zapper

#3

Distractions



Curtail Distractions

- Make a plan to minimize distractions
 - Identify top two distractions and then develop a plan to reduce them
 - Earmark specific “distraction” periods
 - Make others aware of your plan
- Limit technology interruptions
 - Allocate a few minutes each day to check personal email and phone messages
 - Turn off personal email and text alerts



Curtail Distractions

- Be anti-social
 - Unless you use social media for business purposes, do only on your off-work time or during your “scheduled distraction periods”
- Restrict internet usage
 - Surf the net, read your favorite blog, or play online games during the “scheduled distraction periods” or when you get home



Curtail Distractions

- Empower staff and colleagues with resources
 - Encourage everyone to have their own system to find what they need when they need it
- Make a policy about the “open door”
 - Identify your office’s policy about unannounced visitors
 - If you’re busy, close the door or hang a sign to indicate “do not disturb”





Top Five Time Management Musts

Time Management Musts

1. Start your day with a plan of action

– Do not begin by:

- Responding to the loudest voice
- Responding to the demands of other people and events
- Spending it in a defensive mode



Time Management Musts

2. Keep balance in your life

– Our lives are made up of seven vital areas:

- Health
- Family
- Financial
- Intellectual
- Social
- Spiritual
- Professional



Time Management Musts

3. Work at an organized desk or work area
4. Get enough sleep
 - 75% of people in business do not get enough sleep or enough quality sleep
5. Take a break to recharge
 - Lose focus/“dull out”
 - Lose effectiveness
 - Are more likely to procrastinate



Shifting the focus...

There is no such thing as managing time,
you can only manage your behavior
and the activities you engage in.



Thanks for Attending

