TIME MANAGEMENT, PLANNING, AND PRIORITISATION

The "Three Ps" of Effective Time Management

Developed by Andrew Berner

1. Planning
2. Priorities
3. Procrastination

Ten Myths about Time

1. *Myth:* Time can be managed.
2. *Myth:* The longer or harder you work the more you accomplish.
3. *Myth:* If you want something done right, do it yourself.
4. *Myth:* You aren’t supposed to enjoy work.
5. *Myth:* We should take pride in working hard.

Ten Myths about Time

6. *Myth:* You should try to do the most in the least amount of time.
7. *Myth:* Technology will help you do it better, faster.
8. *Myth:* Do one thing at a time.
9. *Myth:* Handle paper only once.
10. *Myth:* Get more done and you'll be happier.

QUESTION

- How you do feel at the end of a good day at work, a day when you've felt in control and achieved what you wanted to achieve?

- How do you feel at the end of a bad day at work, a day when you've felt out of control time wise and things have gone from bad to worse as the day has progressed?

Time Management Questionnaire

- When faced with various tasks, what barriers stand in your way to competing them all on time?

- Analyse your own Time Management Barriers and record the findings

Time Management Questionnaire

- So …….. What are the most common barriers that stop us from being as organised as we’d like to be …….?

Time Wasters

- Attempting too much.
- Not saying no.
- Incomplete information.
- Management by crisis, fire fighting.
- Interruptions.

Making the Best Use of Time

- Decide that you don’t *have* to please everyone.
- Let go–don’t be a perfectionist.
- Resist the temptation to do small, insignificant tasks too well.
- Outsource what you can.

Interruptions…

- If no one asked questions we wouldn't have jobs.
- Anticipate the most common questions.
- Try closing your door or arranging your office to discourage drop- ins.
- If all else fails, hide.

Why do we procrastinate?

- Don’t know where to start.
- To avoid an unpleasant task.
- We’re afraid to fail.
- Waiting for more information.
- You may think if you put it off someone else will do it.
- You’re over-committed.

To overcome procrastination:

- SWAP.
- You *do not* work best under pressure.
- List the things you have been avoiding. Prioritise them. Try to do at least one of them each day until you catch up.

Timing

- Knowing when <u>not</u> to work is as important as knowing when to work.
- Save the easiest tasks for the end of the day.

Get The Most Out Of the First Two Hours of the Day

- Don’t eat breakfast at work.
- Don’t schedule meetings for this time.
- Start with the most important work of the day.
- Do the things you don’t want to do first.

Avoid meetings that waste time

- Make sure it’s a working meeting.
- Don’t attend unless there is a set agenda.
- Can the problem be solved or decision reached without a meeting?
- Does the meeting have a set ending time?

Filing

- You can do only 4-1/2 things with any piece of information:

1. T
2. R
3. A
4. F

½ r

“Logic-based disposal”

- Does it require action on my part?
- Does it exist elsewhere?
- Is it outdated?
- Will I <u>really</u> use it again?
- Are there tax or legal implications?
- What’s the worst thing that could happen if I don’t have this info?
- Does anyone else need this info?

Other Filing Tips

- Never file envelopes unless the postmark is significant.
- Write a keyword on the item when you read it.
- File according to how you'll use it, not where it came from.
- Judy's first law of filing…

Managing Your To-Read Pile

- You will probably never be able to read everything you would like to read.
- Read with a pen in your hand.
- Scan.
- Share your reading with a friend.
- Keep a reading file.

Managing Your Email

- Check only once a day.
- Filter and triage.
- Don’t print out messages.
- Weed.
  - One major exception: addresses.

Why aren’t we organised?

- It takes too much time.
- You don’t know how.
- You want to do it “perfectly.”

The price of not being organised?

- Missed deadlines.
- Overlooked opportunities.
- Wasted time.
- Lost customers due to poor or slow service.
- Wasted money.

Using Your Calendar

- Add a meeting as soon as you know about it.
- Write dates for follow-up on calendar.
- Include personal deadlines.
- Have one master calendar.
- If you use an electronic calendar, back it up regularly.

Eliminating things from your to do list

- What's the worst that can happen if <u>don't</u> do this?
- Am I the only person who can do this?
- Must it be done now?
- Is there an easier way to do it?

STRATEGIC PLANNING

“If you don’t know where you’re going, any road will get you there?”

“If you don’t know where you’re going, how will you know when you get there?”

Strategic planning solves these problems.

Why Plan?

- It is a valuable management tool. It is also about change management. It strengthens the role of the department in the organisation
- It can demonstrate the manager’s competence and improves the image and visibility of the department

Is Strategic Planning the same as goals, or mission statements, or visions?

Sort of…

A vision is…

- what you want your department to be
- future oriented
- un-achievable
- has a lifetime of 5, 10, or more years
- My vision…
- What’s yours?

A mission is…

- what the institution does,
- for whom it does it,
- how it does it, and
- why.
- My mission.
- What’s yours?

Then set your goals…

- must be concrete
- must be measurable
- must be in writing
- must be achievable

List your tasks…

- Steps required to achieve the goals.
- Prioritise.
- Set deadlines.
- List resources needed.
- Keep your eye on your goals.

How Do I Plan?

- Beckwith's Three Cornerstones of

Planning—Plus 1

  - 1. Predicting the future.
  - 2. Decide what you want your future to look like.
  - 3. Analyse the results.
  - 4. Implement the plan.

1. Predicting the future

- This is hard
- Look at the environment.
- What did last year’s strategic plan say?
- What does your boss or organisation want?
- What do your users want?

2. Decide what you want your future to look like

- Write your vision statement.
- Share your vision with the participants.
- Then write the mission statement.
- Remember to plan for alternative futures.

3. Analyse the results

- Write the strategic plan to show how you will respond to and flesh out the mission statement.

- Figure out ways to make sure your future comes out the way you want.

4. Implement the plan

- The process is important, maybe as important as the product.

- BUT…
  - the object of a plan is to change something—so it MUST be implemented.

PRIORITISATION

Just because you *can* do something doesn’t mean you *should.*

Question Things

- What is the objective?
- How will I know if I'm successful?
- How will I be rewarded?
- Is this task something I want to do?
- Do I have the time to do it?
- What have I got to lose?
- Is there a better way to do it?
- Should it even be done at all?
- Will the world come to an end if?

You Can—and Should, Say “No”

Remember Ann Landers’s words:

People take advantage of you only with your permission.

Be both efficient and effective

- Efficiency is…
- Effectiveness is…
- Too many businesses spend lots of time making sure they are doing things right and not enough determining if they are doing the right things.

Other Prioritisation Tips

- You don’t have to do everything everybody tells you to do.
- You don’t always have to do everything yourself.
- Yes, you have to please other people. But you also have to please yourself.

Give Yourself Permission to Fail

- Failure is okay, if...
- If you have not failed, it means you have not risked, not challenged yourself.