Time Management for Peak Performance
Administrative Professionals Conference
September 20, 2016

“The most important thing in communication is hearing what isn’t said.”

~ Peter Drucker
Learning Objectives

• Better organize yourself and workspace for peak efficiency
• Understand the importance of – and the most useful techniques for – setting and achieving goals
• Identify the right things to do, develop plans for doing them
• Learn what and how to delegate well
• Take control of things that can derail your workplace productivity

Changing Your Perspective

Four Priorities

• Connecting with people
• Paperwork
• Reading
• Exercise

Setting Goals

• Goals or targets are an important part of managing your time
• Most of us can’t hit a target if we can’t see it
• You have to know what you want to accomplish, how you want to accomplish it, what resources you have, and who will do it
• Make a pact with yourself that you’ll make an effort to put into practice the things that will be of the most benefit to YOU
Know Your Goals

“Managing your time without setting priorities is like shooting randomly and calling whatever you hit the target.”

~ Peter Turla

Set SMART Goals

• Specific
• Measurable
• Attainable
• Relevant
• Time bound
Prioritize

80:20 Rule:
80% of your output should be produced by putting in 20% of your time.

Planning Tips and Tricks

- "Things to do Today" list helps focus attention on the highest priority items
- Action planning worksheets, milestone charts and PERT diagrams are excellent planning aids
- Planning contact with colleagues and staff will help minimize disruptions

Planning Tips and Tricks

Planning Checklist
- What
- Where
- When
- How
- Who
Planning Tips and Tricks

Short term
• Daily to-do list
• Planner with at least a week at a glance

Long term
• Monthly project list
• Project planning worksheet

Organize Your Work Space & Paperwork
• Do it now
• Dump
• Sort and group
• Create a system
• Don’t save papers you can easily find somewhere else

Establish a Routine
• Be dull in your everyday routine so you can be wildly creative where it counts
• Routines simplify, clarify and create order, symmetry and familiarity in high stress
• Routines include setting time with family, for eating, sleeping and exercising
“Lack of direction, not lack of time, is the problem. We all have twenty-four hour days.”
~ Zig Ziglar

Establish a Routine

- No activity is more important to routine than **sleep**
- By fixing **mealtimes** and planning in advance you’ll become vastly more efficient
- **Exercise** has a powerful effect on brain energy and alertness, place your workout at times of day you most need them

Be BOLD

- **Balance**
- **Organize** your time
- **Let** things go
- **Delegate**
Delegation Steps

• Explain why the job’s important
• Describe what’s needed for results (not how, but what)
• Give the person the authority they need to do the job
• Indicate the job’s deadline and get agreement
• Ask for feedback to ensure a common understanding

Put an End to Procrastination

“If the first thing you do each morning is to eat a live frog, you can go through the day with the satisfaction of knowing that is probably the worst thing that is going to happen to you all day long.”

~Brian Tracy
“The rule of frog eating is this: If you have to eat two frogs, eat the ugliest one first.”

~ Mark Twain

Put an End to Procrastination

- By procrastinating, what we’re putting off becomes a bigger and more daunting task than it really is.
- Do you have a frog or two waiting for you at work?
- What’s standing in the way of eating that frog?

Get Organized

- Check the position of your desk: Is it facing the door, making interruptions more likely?
- Is the lighting adequate?
- Is the phone where it can be reached easily?
- Is there a better arrangement possible?
- Is your chair adequate?
Get Organized

✓ You've all the tools you need and they're in good working order
✓ Tools are organized
✓ Group like items together
✓ Store extra supplies in a supply area
✓ Tools should be stored in a shallow desk drawer, not on desk

Organizing Your Files

Key Principles of Retrieval
• Group similar matters together
• Place them in their own space or container
• Label them clearly

Organizing Your Files

File Categories
• Working
• Reference
• Archive
• Disaster
Organizing Your Electronic Files

- Paper and electronic files should parallel each other
- Use keywords and search programs
- Don’t keep what you don’t need
- Don’t ask, “Will I ever need this?” Rather, “Where could I get this if I needed it?”

Managing Your Email

The average office worker spends 28% of his/her workday on email.
Managing Your Email

- The average email user gets 147 messages per day and deletes 71 (48%).
- Deletion takes an average of 3.2 seconds - about 4 minutes per day.
- If you’re deleting 350 emails per workweek, that takes around 20 minutes per week.
- Adds to more than 16 hours per year.

Case Study
Managing Your Workload

- What are the tasks you do every day?
- How much time must you allot to each one?
- What are the tasks you do each week?
- How much time do you allot to them?
- What are the tasks you do each month?
- How much time does each item take you?
- What are the tasks you do quarterly / annually?
- How much time do they take?

Managing Your Workload

- What do you want to do less?
- Are you happy with the way you spent your time?
- How many of these hours did you spend on the things that were a high priority for you?
- When I look at my life so far, I’m glad I took the time to…
- I regret I haven’t taken the time to…

Time Management

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<th>Stop</th>
<th>Continue</th>
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### What Are 3 Things You Plan to Do Differently to Achieve Results?

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### Next Steps: 30 / 60 Days

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*Gain control of your time and you will gain control of your life.*
Thank You!
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