

Best Time Management Practices for Office Professionals

PRESENTED BY

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Audio Conference Objectives

- ▶ Identifying key priorities
- ▶ Managing conflicting priorities
- ▶ Improving focus and follow through
- ▶ Managing information overload
- ▶ Reducing and handling interruptions
- ▶ Improving meeting productivity
- ▶ Managing and preventing time crises

Identify key priorities

- ▶ Pick a specific time to identify priorities.
- ▶ Identify a maximum of 3 priorities.
- ▶ Assemble what you need in advance.
- ▶ Confirm priorities with your manager.
- ▶ Set yourself up for success.

Get Focused on Critical Tasks

- ▶ Clear the decks.
- ▶ Plan your schedule around priorities.
- ▶ Make appointments with yourself.
- ▶ Get out of town.
- ▶ Learn to triage.

Juggling Conflicting Priorities and Demands from Managers and Co-Workers

- ▶ The daily balancing act.
- ▶ 3 prioritizing trouble spots.
- ▶ Human nature in our way.
- ▶ The ABC prioritizing approach.
- ▶ The decision making matrix.
- ▶ What really is ASAP?

The Decision-Making Matrix

▶ “A” Priorities

- The *must do* tasks for myself
- Time Sensitive

▶ “B” Priorities

- The *should do* tasks
- Not due today

▶ “A” Priorities

- The *must do* tasks for my managers and co-workers
- Time Sensitive

▶ “C” Priorities

- The *I'd like to do* tasks
- Completed when I have time or whenever I can

The Truth about Multi-Tasking

- ▶ The brain works better with a single focus (for most).
- ▶ It can take up to 20 minutes to re-focus.
- ▶ “Uni-task” as much as possible.
- ▶ Make it easy to pick up the thread.

Focus, Follow-Through and Fear in Procrastination

- ▶ Use the actors' focus tip.
- ▶ Benefits and end-results versus the task.
- ▶ The power in persistence.
- ▶ Procrastination: fear and habit.
- ▶ Recognize and manage.
- ▶ Create a reward or get out of town again.

Recognize and Manage

- 1) When am I procrastinating?
- 2) Why am I procrastinating?
- 3) What is my favorite replacement activity?
- 4) What are new or revised steps to manage and overcome procrastination? Do I have an action plan?

Action Planner

Specific Activities Needed to Complete My Goal	Who is Needed?	When Will I Work on It?	Signoff	Deadline

Managing information overload

- ▶ Accept that you have to let go of some information.
- ▶ Control your inner packrat.
- ▶ Keep 20 percent of your filing cabinet empty.
- ▶ Adopt a purge schedule.

Reduce Interruptions and Minimize Impact

- ▶ The kindergarten classroom model.
- ▶ The decision-making matrix, the action planner and worthwhile interruptions.
- ▶ Selective open-door policy.
- ▶ Cubicle courtesy tips.
- ▶ Working with “no commercial breaks”.

Improve Meeting Productivity

- ▶ Insist on agendas.
- ▶ Put the most critical items first.
- ▶ Eliminate FYI items.
- ▶ Who needs to be at the table?
- ▶ Assign time limits for items.
- ▶ Establish a “no-interruptions” rule.

Escape Unnecessary Discussions

- ▶ Flag irrelevant topics in advance.
- ▶ Ask to be excused.
- ▶ Ask if your presence is still needed.
- ▶ Set a mental time line.
- ▶ Avoid getting comfortable or trapped.

Cope with periods of overwork

- ▶ Pause to re-group and plan.
- ▶ List every major project.
- ▶ Consider what might be postponed or renegotiated.
- ▶ Call in the cavalry.
- ▶ Block all but necessary interruptions.
- ▶ Look for shortcuts.

Handling illnesses


- ▶ Renegotiate what you can.
- ▶ Build a network of support you can rely on.
- ▶ Forewarn others, if possible.
- ▶ Work from home, if you can.
- ▶ Offer to be a phone consultant.

Handling vacations

- ▶ Make desk manuals mandatory.
- ▶ Prepare a report on projects before leaving.
- ▶ Have a pre-vacation consultation.
- ▶ Double up on coverage.
- ▶ Negotiate contact protocols in advance.

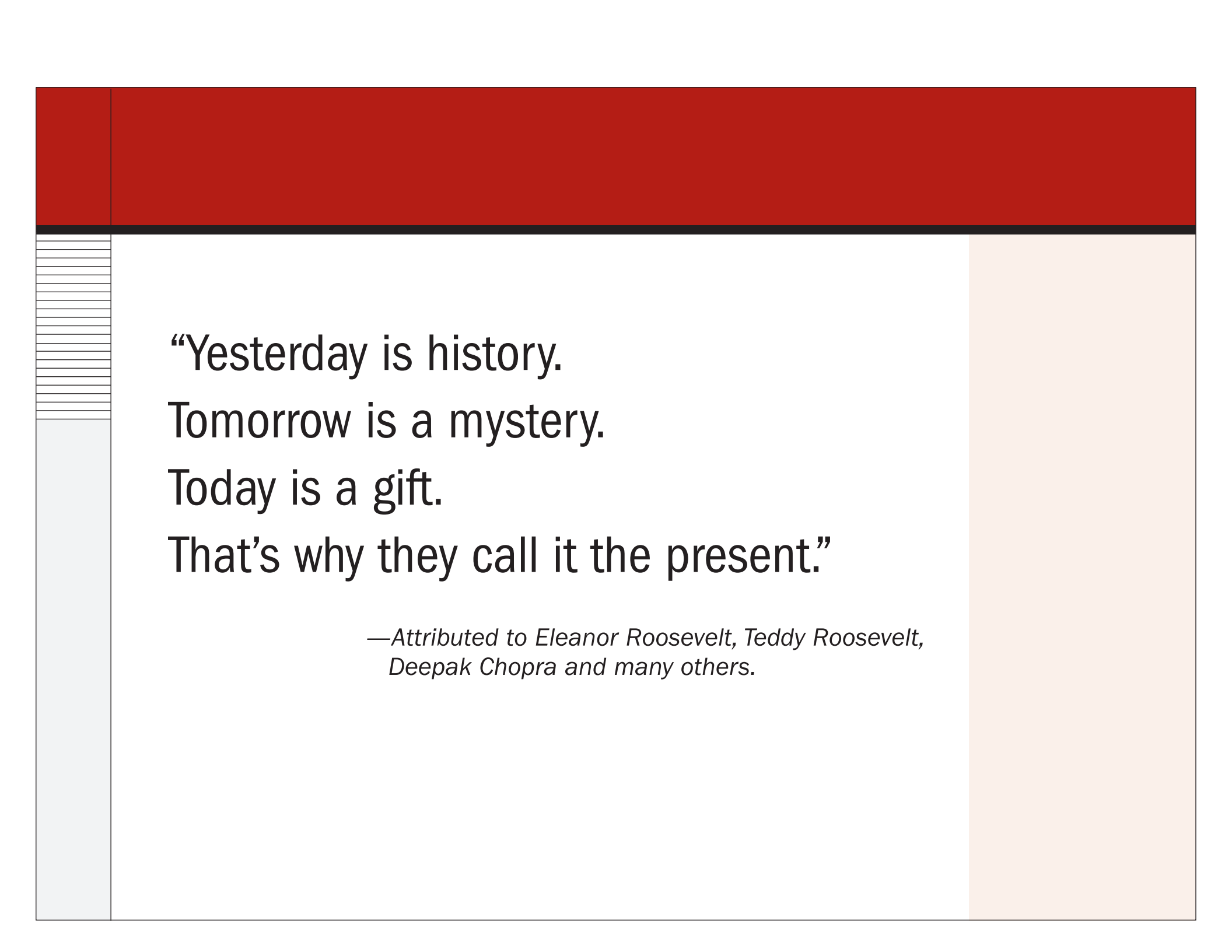
Preventing Time Crises

- ▶ Analyze your regular time crises.
- ▶ Identify the source.
- ▶ What changes can you make to minimize or eliminate these crises?
- ▶ Whose crisis is it?
- ▶ Establish a meeting-free, no-interruptions period.



“Better three hours too soon
than a minute too late.”

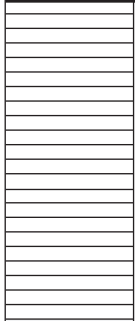
—*William Shakespeare*



“Yesterday is history.
Tomorrow is a mystery.
Today is a gift.
That’s why they call it the present.”

*—Attributed to Eleanor Roosevelt, Teddy Roosevelt,
Deepak Chopra and many others.*

Notes



A large white area for writing notes, bounded by a black horizontal line at the top and a black horizontal line at the bottom. The area is divided into ten horizontal rows by thin black lines, providing a structured space for text entry.