

Presented by David Malmberg
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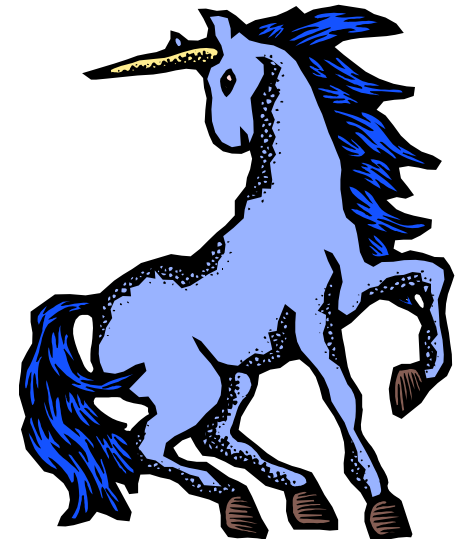
Agenda

- Myths About Time Management
- General Tips
- Setting Priorities
- Successful Meetings
- Time Tips for “Home-Based” Businesses
- Stephen Covey’s “First Things First”



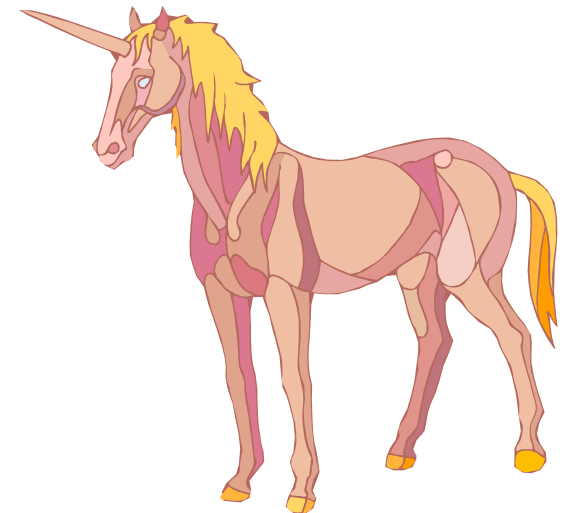
Ten Myths about Time

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.



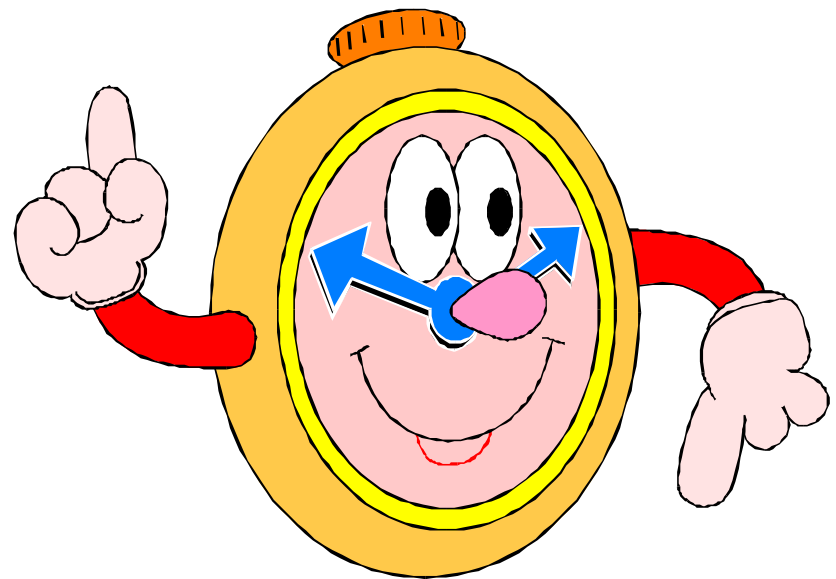
Ten Myths about Time

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:* Multi-task whenever possible.
9. *Myth:* Handle paper only once.
10. *Myth:* Get more done and you'll be happier.



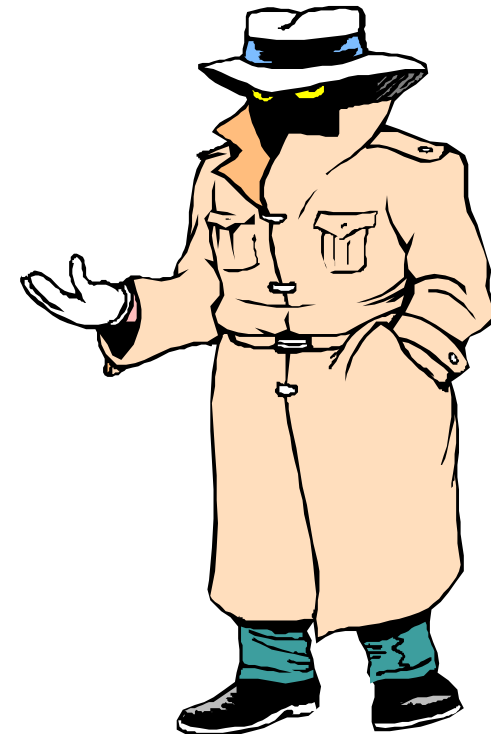
Making the Best Use of Time

- 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.



Avoid Time Wasters

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



Interruptions...

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



Timing

- Knowing when **not** 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.



Top 10 Steps to a Clean, Clear Desk

1. Take everything off your desk and out of your drawers.
2. Give your desk a good cleaning.
3. Get a large, strong bin bag and start dumping!
4. Start putting the equipment back on your desk.
5. How many calendars & address books do you have?
6. Personal items.
7. The surface of your desk is NOT a storage area.
8. Always have a waste paper basket by your desk.
9. A simple filing system:
 - a. ACTION
 - b. TODAY
 - c. TO FILE
 - d. TO READ
 - e. TRASH BIN
10. By now, your desk should be looking pretty empty - good work!

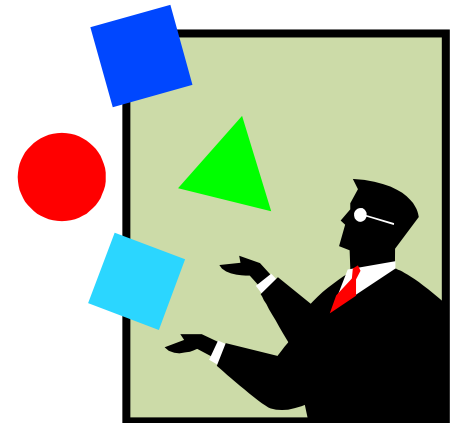


Dogbert's Ideas on Setting Priorities



Traditional Priority Setting Methods

- To-do Lists
 - Daily
 - Longer-range
- Goal Setting
 - Rational goals: specific goals for the short term
 - Directional goals - general direction for the longer term
 - “Muddling through:” - if the environment is in flux this might be your best option
- “Crises Du Jour”
- “Biggest stick”
- Whomever asks last



Goal Setting Principles

Goals Should Be SMART:

- **S** Specific
- **M** Measurable
- **A** Achievable
- **R** Results-oriented
- **T** Time-limited



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?



It Is OK To Say “No”

“Remember...

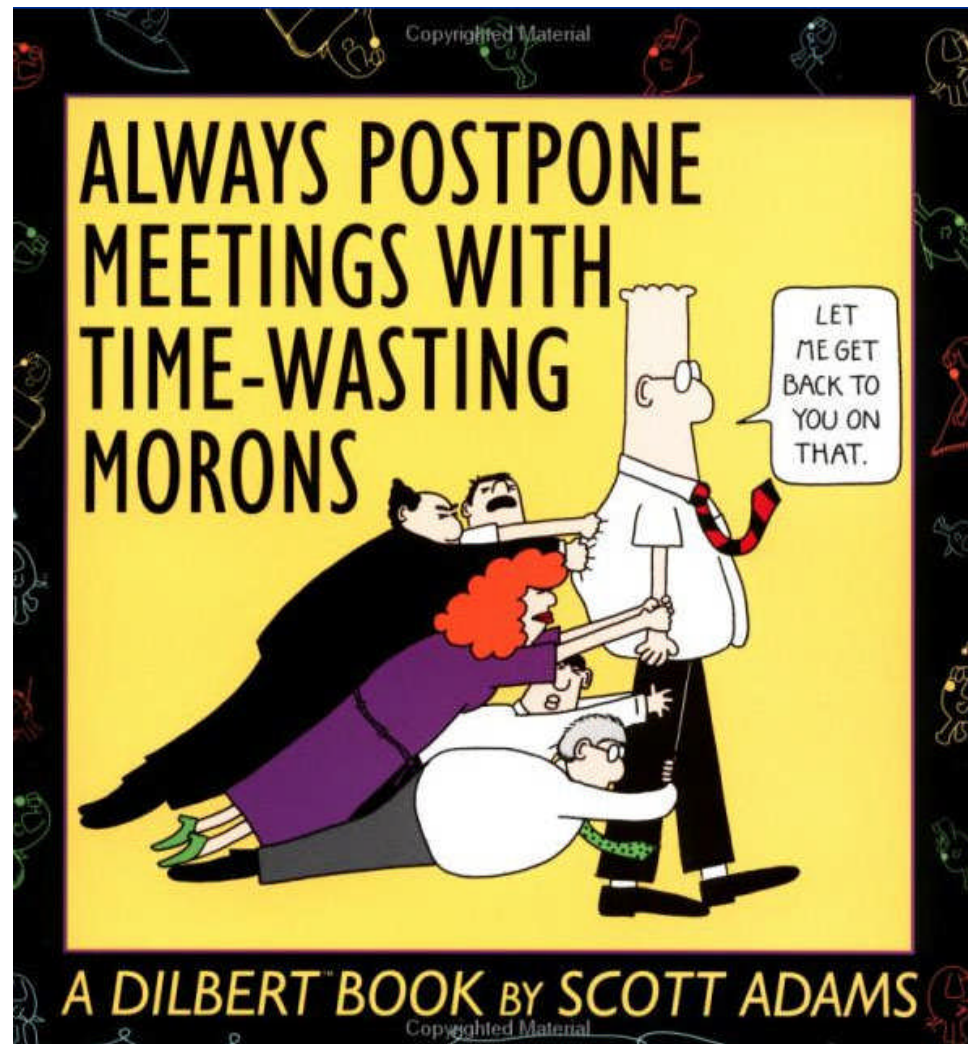
No one can make you feel inferior...

Without your consent..”

Eleanor Roosevelt;
Human Rights Activist 1884-1962



Dilbert's Thoughts on Meetings



Secrets of a Successful Meeting

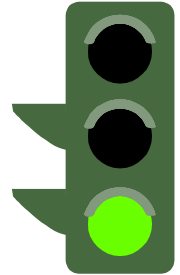
- Make sure it's a working meeting.
- Don't attend unless there is a set agenda.
- Can the problem be solved or decision reached without a meeting?
- Does the meeting have a set ending time?



Time Tips for “Home-based” Businesses

DO's

1. Put your to-do list in writing and prioritize it.
2. Be realistic about how long it takes to get things done.
3. Schedule time with yourself (without interruptions.)
4. Learn to say “no” (systematically.)
5. Combine similar tasks like phone calls or e-mails.
6. Keep your contacts (phone numbers) handy.
7. Use waiting time productively.
8. At the end of each day, plan for the following day.



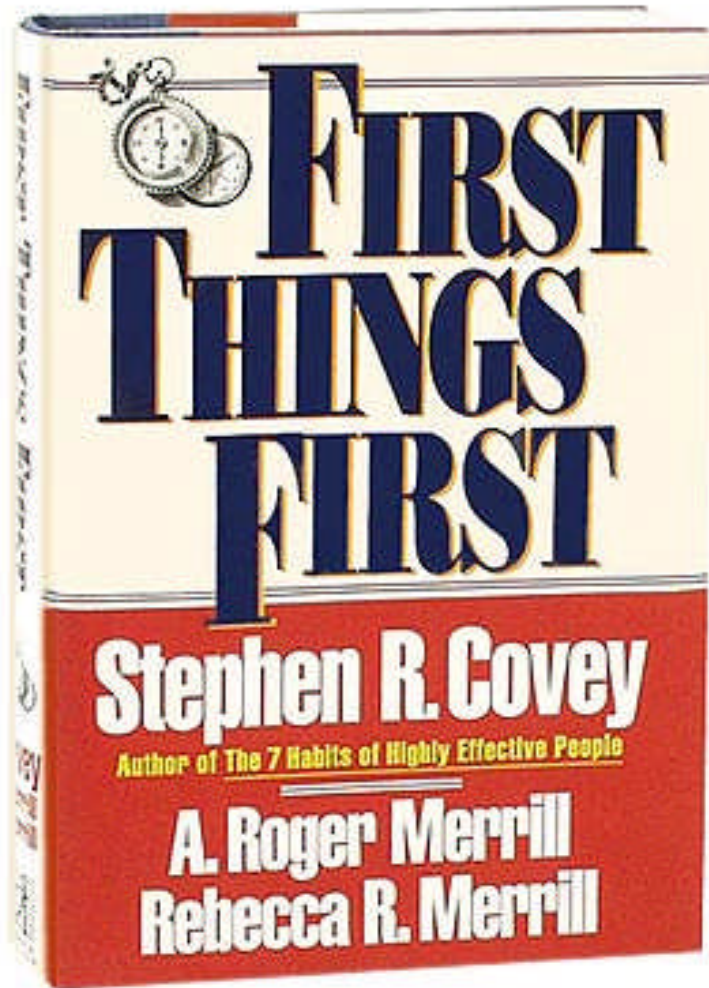
Time Tips for “Home-based” Businesses

DON'Ts

1. Don't multi-task. (Stay focused!)
2. Don't let common distractions sidetrack you. (The laundry will still be there at the end of the day.)
3. Avoid too much:
 1. E-mail
 2. “Pop-ups”
 3. Web-surfing or downloading
4. Don't forget to put your objectives and/or plans in writing.
5. Don't get caught up using the telephone and/or television too much (No more “soaps!”)
6. Don't fall into the trap of too many family distractions. Make your home office “Off Limits” during working hours.



An Excellent Book



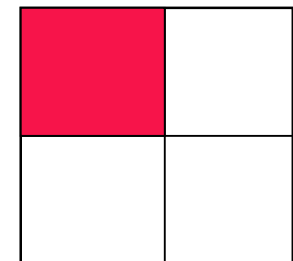
- To Live, to Love, to Learn, to Leave a Legacy
- To Balance your Private and Professional Life

Covey's Urgency-Importance Matrix

	Urgent	Not-Urgent
Important	1 Urgent Important	2 Not Urgent Important
Not-Important	3 Urgent Not Important	4 Not Urgent Not Important

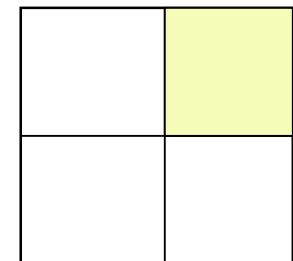
Quadrant I – Urgent/Important

- Crises
- Pressing problems
- Deadline-driven projects
- 25 to 30% of time typically spent



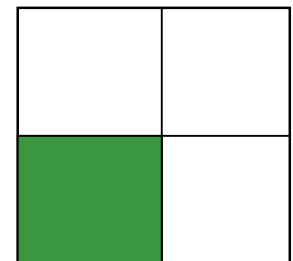
Quadrant II – Not Urgent/Important

- Meetings and preparation
- Prevention
- Values clarification
- Planning
- Relationship building
- True recreation
- Empowerment
- 15% of time typically spent



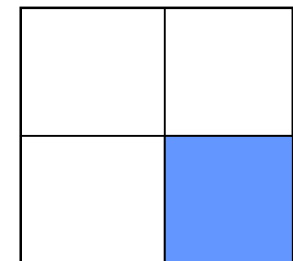
Quadrant III – Urgent/Not Important

- Interruptions, some phone calls
- Some mail, some reports
- Some meetings
- Many proximate, pressing matters
- Many popular activities
- 50 to 60% of time typically spent



Quadrant IV – Not Urgent and Not Important

- Trivia, busywork
- Junk mail
- Some phone calls
- Time wasters
- "Escape" activities
- 2 to 10% of time typically spent



Covey Urgency Quiz

1. I seem to do my best work when I'm under pressure.

Never Rarely Sometimes Usually Always

2. I often blame the rush and press of external things for my failure to spend deep, introspective time with myself.

Never Rarely Sometimes Usually Always

3. I am often frustrated by the slowness of people and things around me. I hate to wait or stand in line.

Never Rarely Sometimes Usually Always

4. I feel guilty when I take time off work.

Never Rarely Sometimes Usually Always

5. I always seem to be rushing between places and events.

Never Rarely Sometimes Usually Always

Covey Urgency Quiz

6. **I frequently find myself pushing people away so that I can finish a project.**

Never Rarely Sometimes Usually Always

7. **I feel anxious when I'm out of touch with the office for more than a few minutes.**

Never Rarely Sometimes Usually Always

8. **I'm often preoccupied with one thing when I am doing something else.**

Never Rarely Sometimes Usually Always

9. **I'm at my best when I'm handling a crisis situation.**

Never Rarely Sometimes Usually Always

10. **The adrenaline rush from a new crisis seems more satisfying to me than the steady accomplishment of long-time results.**

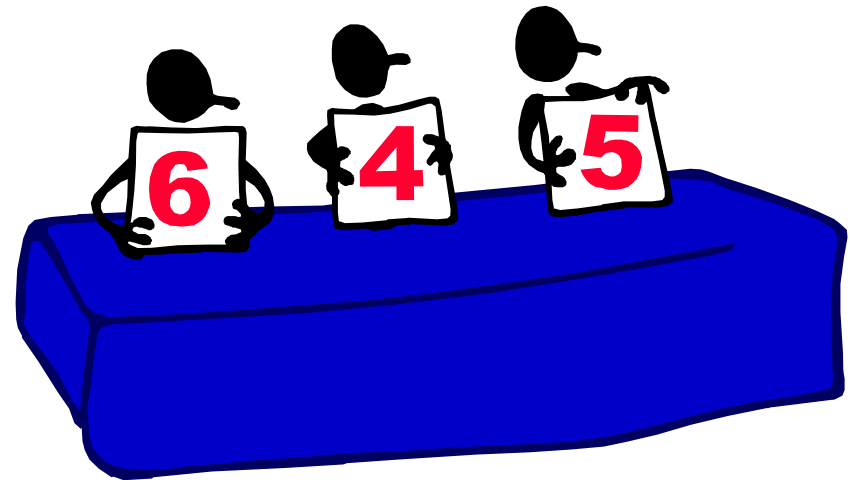
Never Rarely Sometimes Usually Always

Covey Urgency Quiz

11. **I often give up quality time with important people in my life to handle a crisis.**
 Never Rarely Sometimes Usually Always
12. **I assume people will naturally understand if have to disappoint them or let things go in order to handle a crisis.**
 Never Rarely Sometimes Usually Always
13. **I rely on solving some crisis to give my day a sense of meaning and purpose.**
 Never Rarely Sometimes Usually Always
14. **I often eat lunch or other meals while I work.**
 Never Rarely Sometimes Usually Always
15. **I keep thinking that someday I'll be able to do what I really want to do.**
 Never Rarely Sometimes Usually Always
16. **A huge stack in my "out" basket at the end of the day makes me feel like I've really been productive.**
 Never Rarely Sometimes Usually Always

Covey Urgency Quiz - Scoring

- Never – No Points
- Rarely – 1 Point
- Sometimes – 2 Points
- Usually – 3 Points
- Always – 4 Points



Covey Urgency Quiz – Mind-set

- 0 to 24 = **Low urgency mind-set**; Quadrants II and IV
- 25 to 44 = **Medium urgency mind-set**; Quadrants I, II, III, and IV
- 45 and higher = **Urgency addiction**; Quadrants I and III



Low Urgency Mind-set

- 0 to 24 points
- Not addicted to urgency
- Need to focus on tackling important things in your life.
- Don't waste time/energy with "not urgent" and/or with "not important" activities which could rob you of the richness you want in life.



Medium Urgency Mind-set

- 25-44 points
- Not addicted to urgency
- Need to focus on tackling important things in your life.
- Your score indicates that you may be managing your time in the most life-affirming way.
- It is important to realize that urgency itself is not the problem. The problem is when urgency is the dominant factor in our lives



Urgency Addiction Mind-set

- 45 plus points
- Addicted to urgency
- Urgency addiction is a self-destructive behavior that temporarily fills the void created by important, unmet needs.
- Many traditional approaches to time management often feed the addiction -- they merely keep you focused on daily prioritization of the urgent.
- Must give balance to important (“non-urgent”) things that give richness and meaning to your life.
- Need to stop and smell the roses!



Time Management Books

- First Things First, by Stephen Covey, et.al.
 - Balancing your Professional and Private Life
- Time Tactics of Very Successful People, by B. Eugene Griesman
 - A How-To-Manual with Lots of Great Examples from Well-Known People
- Getting Things Done, by David Allen
 - A Guide to Organizing your Activities/Time by Using “Ticker Files”

Questions?



Time is Up

