Time Management: Organizing your puzzle pieces for better productivity

FRAC Conference
January 2018
Objectives

• Learning how to fit your ‘puzzle pieces’ together for better productivity
• Learn how to drive your schedule and not allow your schedule to drive you
• Improving work-life balance by reducing stress and overburden
“It seems there is never enough time in the day. But, since we all get the same 24 hours, why is it that some people achieve so much more with their time than others? The answer lies in good time management.”

“Being busy is not the same thing as being effective. Good time management requires an important shift of focus from activities to results.”

What are your puzzle pieces?

- Each action you have for the day that will take your time during the day. Some examples may include:
  - Answering e-mails
  - Reviews
  - Submissions
  - Meetings
  - Conference calls
  - Lunch
How to Organize your puzzle pieces

- Time management is about organizing your puzzle pieces to maximize your day.
- There are many pitfalls in time management and the pitfalls hinder you from maximizing your time management.
- Finding the appropriate time management solutions for you are key.
- Always remember time management is an ongoing learning process and varies depending on the individual and the actions you have on that day.
Understanding your Workday
Pitfalls during your workday

- Not setting boundaries
  - Managing interruptions
  - What you can accomplish in one day
- Not setting time for your individual core needs (physical and psychological needs)
- Not realizing and accounting for your ‘true’ work day.
  - This could be 8 hours or 4 depending on if you have meetings or personal appointments.
Suggestions on Managing your workday

- Be realistic in what you can accomplish in your ‘true’ workday.
  - If you have a doctor’s appointment then understand and schedule only actions for the remaining hours of the day.

- Remember to set aside time for your needs (bathroom breaks, lunch, etc.)
  - If you do not take care of yourself physically and mentally you will not be at your best to complete the actions on your desk.
Suggestions on Managing your workday

- **Mitigate interruptions**
  - Turn off your e-mail when focusing on a task.
  - If allowable, shut your door, for short periods.
  - If you share an office possible book a conference room.
  - If you are interrupted frequently by co-workers or your employees with questions schedule regular meetings for 15 - 30 minutes for them to ask all their questions at one time.
  - If you are short on time, keep interruptions as brief as possible and to the point. Be polite, but assertive.
Organization
Pitfalls to Organization

- Lack of organization on To Do Lists
- Prioritization of action items where everything is urgent.
- Multi-tasking which can cause lack of focus.
- Thriving on Busy – not evaluating for the impact of the action item.
- Procrastination which can reduce time for new projects.
Organization Suggestions

Remember, this is YOUR workday and schedule. Client’s have needs but only you know the big picture.
Schedule & Calendaring

- Select an electronic calendar that can be linked to several mediums, if possible.
- Calendar everything: Not just personal v. work; it’s ALL your schedule.
- You know the unexpected is going to happen; build in the buffer.
- Add sufficient details to your calendar so you know right where to start. Don’t continuously re-invent the day’s tasks.
Prioritization

- Break-up larger projects to condensed manageable steps so they’re not as daunting. Thereby achieving MORE with LESS time. This helps for items you procrastinate on.
- Know when you’re at your best, and ensure you’re taking advantage of it.
- Determine what is the “highest priority, yielding the maximum results.”
- Complete tasks in a logical sequence.
- Focus on big picture items rather than minute details which can be corrected or filled in at a later time.
Making your Puzzle

- To put your pieces in place evaluate your schedule/calendar and your prioritization to find the best fit.
- The highest priority may not fit in the first spot on your schedule. If you only have 30 minutes find your highest priority that will take that amount of time and move the other highest priorities to a later time that day.
- Always be prepared to review something in your down time.
- Commit to your plan and re-evaluate when/where needed.
Organizing your physical space

- Organize your physical space in the same manner in which you intend to tackle it.
- If you have hard copies stack them in order and make sure you have the notes on what the action item is.
- If you have everything electronic copy the link to the files in your electronic schedule.
- Remove things from your desk that may distract you.

LOOK AT ALL THIS WORK I HAVENT DONE YET
Working with a team or as a supervisor
Pitfalls as a Team or as a Supervisor

- Delegating appropriately and clearly
  - Knowing when to delegate
  - Delegating appropriately
  - Micromanaging after delegation
- Effectively sharing and communicating workload shifts
- Managing colleague’s emergencies
Delegation and Work-Load Sharing

- Take on only what you know you can achieve and then delegate.
- Delegate purposefully – delegate to those who have the strengths to do the task. Another helpful option is to team up a someone who is learning with someone experienced to complete the task.
- Ensure when delegating you’re providing the support and resources but not to the extent that you’re micromanaging. Delegation is only as beneficial as you allow it to be.
- Effectively communicate what is being delegated, the timeframe it needs to be completed and who it is being delegated to.
Sharing and communicating Work-Load Sharing

Delegation & Work-Load Sharing:
“Whose Monkey is it anyway?” Know that, “Monkeys sleep just as soundly overnight on {peers/staff/superiors}’ backs as they do on {yours}. – HBR

Managing Colleague’s Emergencies

- Colleague’s emergencies, are not innately yours. Schedule appointments/meetings whenever possible.
- Make the commitment to active listening and focus, all the while maintaining your timeline.
- Refer the colleague to other team members, if appropriate, or resources for the answer.
Personal Goals

- **Pitfalls**
  - Losing sight of YOUR needs
  - Lack of Fulfillment
  - Lack of vision/destination

- **Suggestions**
  - Create a vision for YOUR individual needs.
  - Make the Commitment - Setting time aside each week to do something that is beneficial to you. Even if it is only 15 minutes.
QUESTIONS?
OTHER HELPFUL TIPS?
Contact Information

Mindy Solivan, CRA, Assistant Director
Phone: 407-882-0262
E-Mail: Mindy.Solivan@ucf.edu

Jim DeShazo, Senior Contract Manager
Phone: 407-823-1779
E-Mail: James.DeShazo@ucf.edu