

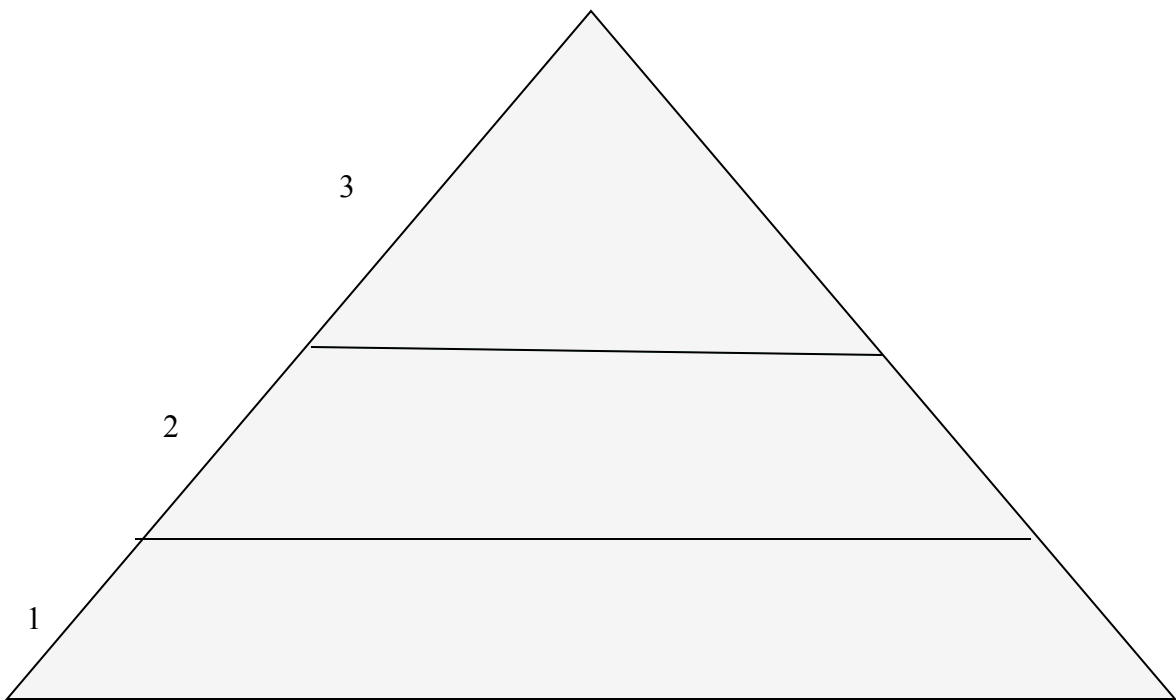
CINDY ARONSON TRAINING
PRESENTS

**GETTING THINGS
DONE THROUGH
TIME MANAGEMENT**



2020 Staff Conference
Thursday, February 13, 2020
8:30 AM – 11 AM

Activity Page



*"Knowing is not enough.
We must apply.
Willing is not enough.
We must do."*
- Goethe

The Critical Resources

How much time do we have?

Time: Two Approaches

Understanding Time Management

The basic element of time is

The key to managing time is

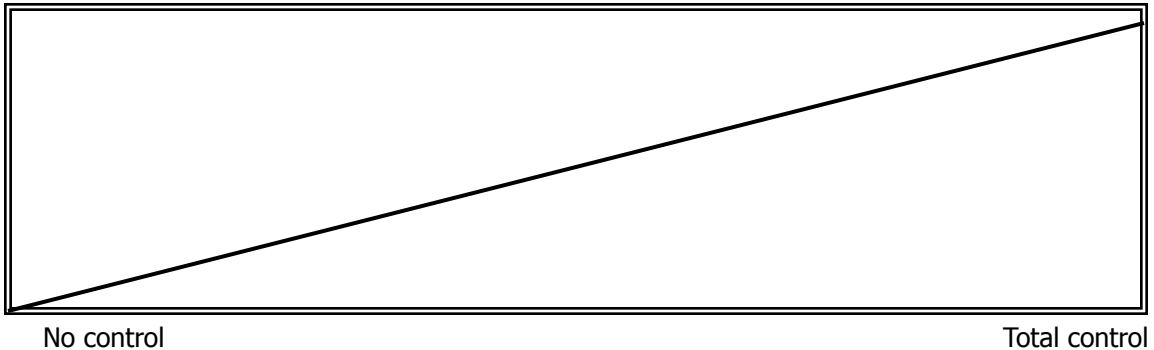
***Successful time
management
is when you schedule
your priorities vs.
prioritizing your schedule.***

Understanding Control

Events over which I
have NO control:

Events over which I
have TOTAL control:

The Control Continuum



The Effects of Conditioning:

Events we CAN control but think we can't because of desire, beliefs, and our internal dialogue.

Wisdom:

Quotable

“God grant me the serenity to accept the things I cannot change, courage to change the things I can, and wisdom to know the difference.”

-- Reinhold Niebuhr

PLANNING: The Key to Control

Planning is: _____

I know I should plan but I don't because:

Steps for Effective Planning:

1. _____
2. _____
3. _____
4. _____
5. _____

Quotable

“Chance favors the prepared mind.”

--Louis Pasteur

PRIORITIZING: Ordering Events

Prioritizing is:



The Vital Few

A

High Value

B

Medium Value

The Trivial Many

C

Low Value

Wisdom:

_____ ~~≠~~ _____

Quotable

“Urgency engulfs the (time) manager yet the most urgent task is not always the most important. The tyranny of a manager is the ability to distinguish the important from the urgent, to refuse to manage by crisis.” -- R. Alec Mackenzie

The Productivity Pyramid

(Franklin Covey)



1: CLARIFYING YOUR WHY: What's Important to You & Why Do You Value It?

Value:	1	2	3
Work/Career			
Financial Success			
Faith			
Spouse/Partner			
Children			
Family			
Friends			
Fitness			
Health			
Creativity/ Self-Expression			
Enjoyment/ Happiness			
Learning/ Growth			
Service to Others/ Contribution			

**Findings/
Observations:**

2. WHAT ~ Clarify Your Goals: What do you want to accomplish?

BUCKET
LIST
GOAL:

Before you 'kick the bucket' what is one big goal you want to accomplish? Write it here.

Wisdom:

1. _____

2. _____

Strengthen your goal with the SMART technique:

S _____
M _____
A _____
R _____
T _____

GOAL SETTING

Your WHY: Why is achieving this goal important? Why do you value it?

Restate your bucket list goal with the SMART criteria.

Ensure your written goal is Specific, Measurable, Achievable, Related to your values, Time-phased

A dream written down with a date becomes a *goal.*

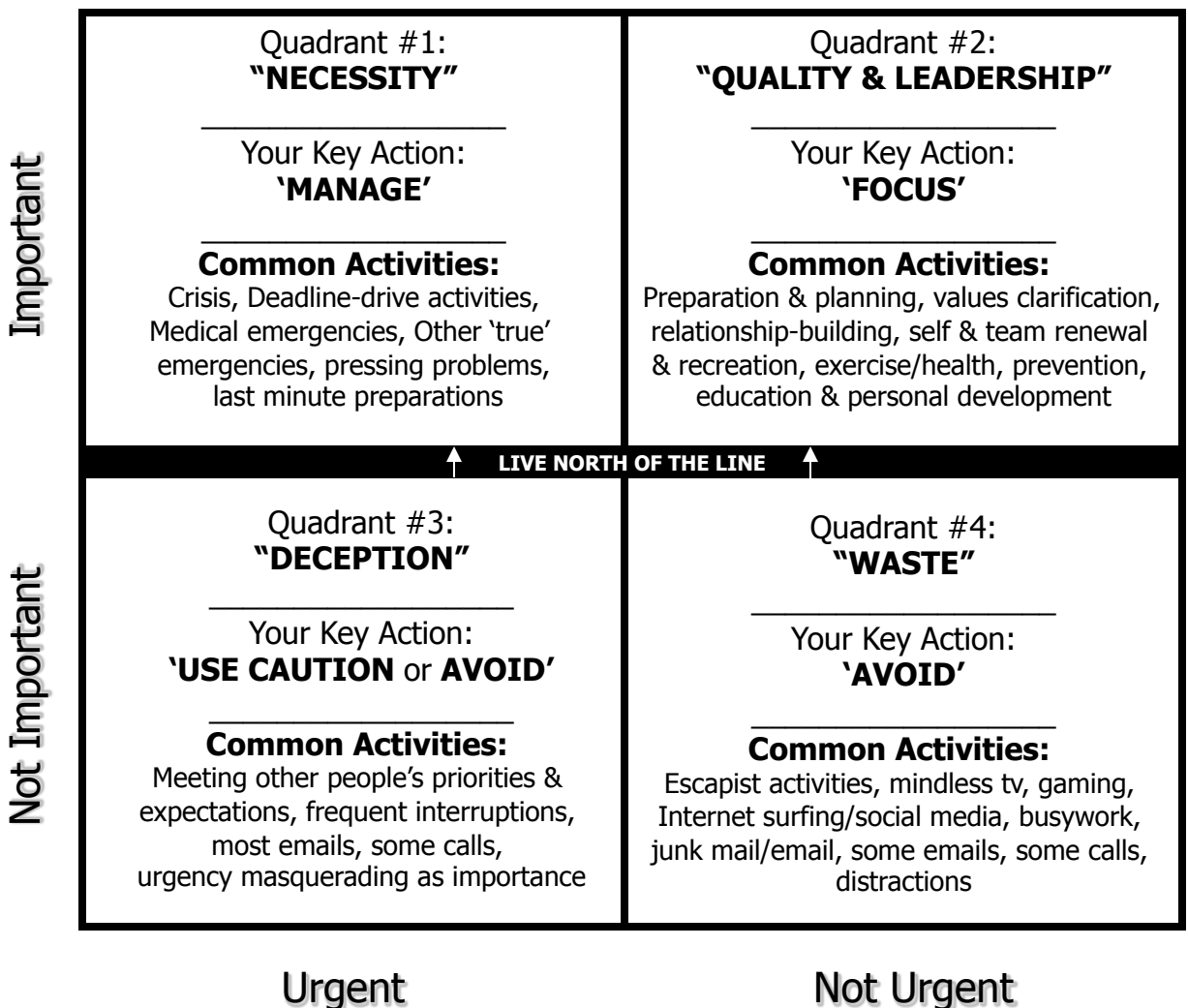
A goal broken down into steps becomes a *plan.*

A plan backed by action makes your dreams come *true.*

QUESTION: What is ONE THING, that you're not doing now, that if you did it, would move you closer towards accomplishing your bucket list goal? Write it here.

3: How ~ Create Your Plan For Getting Things Done:

POWER TOOL: The Time Matrix Model (Stephen Covey)



4: Now!

Daily Actions ~ Today: The Critical Moment

*"Yesterday is history. Tomorrow is mystery.
Today is a gift. That's why it's called the present!"*

A planning tool helps control today's events so that you can achieve your intermediate and long-range goals.

For greatest success:

1.

2.

3.

Quotable

"You have to live on this twenty-four hours of daily time. Out of it you have to spin wealth, pleasure, money, content, respect, and the evolution of your immortal soul. Its right use, its most effective use, is a matter of the highest urgency. . . all depends on that." -- Arnold Bennett

Daily Planning Tips

- Once your new habit is formed, should only take 10-15 minutes per day.
- Plan at the same time and in the same place each day.
- Do it in an environment free from distractions.
- Focus on your 'why' (values) and your 'what' (goals).
- Review the previous day's task list and bring forward non-completes.
- Review the monthly calendar for today's scheduled events.
- Review the month's master task list for events/deadlines due today.
- Add other appropriate events to the day's task list.
- Review the next few day's schedules for preparatory work.
- Prioritize using the ABC system (or big rocks, pebbles, sand.)

Time Robbers:

Once you have a tool for managing your time, the next step is to analyze the obstacles that may prevent you from controlling the various events in your life. Check off the items below that currently rob you of your time and create a plan for managing them.

- | | | |
|-----------------------------------------------|-----------------------------------------------------|------------------------------------------|
| <input type="radio"/> Poor planning | <input type="radio"/> Indecision | <input type="radio"/> Other (list below) |
| <input type="radio"/> Meetings | <input type="radio"/> Red Tape | |
| <input type="radio"/> Failure to Listen | <input type="radio"/> Procrastination | |
| <input type="radio"/> Lack of Authority | <input type="radio"/> Conflicting Priorities | |
| <input type="radio"/> Unclear Goals | <input type="radio"/> Cluttered Workspace | |
| <input type="radio"/> Waiting for Answers | <input type="radio"/> Equipment Failure | |
| <input type="radio"/> Socializing | <input type="radio"/> Lack of Motivation | |
| <input type="radio"/> Interruptions | <input type="radio"/> Lack of Procedures | |
| <input type="radio"/> Lack of Self Discipline | <input type="radio"/> Negative Attitude | |
| <input type="radio"/> Shifting Priorities | <input type="radio"/> Junk Mail | |
| <input type="radio"/> Unreal time estimates | <input type="radio"/> Community Activities | |
| <input type="radio"/> Poor Communications | <input type="radio"/> Low Company Morale | |
| <input type="radio"/> Mistakes - My Own | <input type="radio"/> Lack of Delegation | |
| <input type="radio"/> Mistakes of others | <input type="radio"/> Over-Involvement with Details | |
| <input type="radio"/> Peer Demands | <input type="radio"/> Unwillingness to Say No | |

Tips in Controlling Procrastination:

ACT AFTER YOU PLAN

- *Start with a written plan of action to avoid getting distracted*
- *Keep your plan simple and straightforward*
- *Start with the one thing you must get done today to feel productive*
- *Should be a manageable item you can complete in 10-15 minutes*
- *Break the day up into a number of "action sessions" for other tasks*
- *Balance the time spent planning with time spent creating or doing*
- *Avoid over-planning -- another method of procrastination*
- *Before ending your day, spend 10 minutes reviewing your progress*
- *Take time to plan your actions for the next day*

BE VISION-DIRECTED

- *Your tasks should match your values or purpose*
- *If not, you will find it hard to summon the energy to tackle them*
- *Bring each task into congruence with your basic mission*
- *If you can't, take it off of your list*

BITE-SIZED PIECES

- *Don't put any "to-do" on your list that takes more than 30 minutes*
- *If it takes longer, it's actually a series of smaller "to-do's"*
- *Break each step out and list it separately*
- *You don't have to tackle all the steps of a project in one sitting*
- *Spread a large task out over several work sessions*
- *You will see greater progress as you check more items off your list*
- *You will avoid getting bogged down in one large task or project*

DECIDE TO SCHEDULE IT

- *Determine how much you can do or tolerate at a time*
- *Don't push yourself too far or you'll get bored or frustrated*
- *Plan these project "pieces" into your daily activities*
- *Set a "completion point" for accomplishing each small task*
- *Completion points give you an end in sight to look forward to*

Tips in Controlling Procrastination:

GOOD ENOUGH IS GOOD ENOUGH

- *Don't try to do everything perfectly*
- *Perfectionism often causes procrastination*
- *Perfectionists would rather put it off than do an incomplete job*
- *Rather than perfection, aim for progress*
- *Any small step toward completion is an accomplishment*

JUST DO IT

- *Do the worst job (or part of the job) first and get it out of the way*
- *Once you tackle the part you are dreading, the rest is a breeze*
- *Stop spending time planning and just jump into doing it*
- *Set a time limit -- "I'll file papers for 5 minutes"*
- *Alternate unpleasant jobs with tasks you enjoy*
- *Delegate out items you can't make yourself do*

PLAN AROUND INTERRUPTIONS

- *Interruptions tend to occur in identifiable patterns*
- *Notice when interruptions occur, by whom, and why*
- *Take steps to prevent those interruptions before they occur*
- *If they can't be prevented, learn how to delegate to someone else*
- *If they can't be delegated, learn how to delay until you are finished*

REMEMBER TO MAKE IT FUN

- *Make the project and environment as pleasant as possible*
- *Play music, open a window, have a cold drink, etc.*
- *Give yourself the best tools and work space for the project*
- *Take a few minutes to organize your work space*
- *A clean workspace allows you to focus without visual distraction*
- *It's only a chore if you think of it as a chore*

STAYING MOTIVATED

- *Find an "accountability partner" to track your progress*
- *Schedule a regular time to check in with a friend or colleague*
- *Rewarding your accomplishments encourages productivity*
- *Give yourself a break, a treat, a nap -- whatever is a reward for you*
- *Reward every step along the way, not just the end result*
- *The bigger the accomplishment, the bigger the reward*

Lists to help you remember (kept in your planning tool):

Important numbers/passwords: credit card #s, PIN #s, passwords, accounts, etc.

Affirmations (personal self-talk scripts for positive internal programming) and
Quotes.

Basic personal numbers (self and family members)- drivers license, social security, insurance policies, --whatever you may need for yourself and others when filling out forms.

Birthdays

Borrowed stuff- things you've loaned others and want returned.

Checklists- Daily habits for diet, exercise, prayer, financial discipline, etc.

Gifts- organized by people and/or a general list of neat things to buy for others; helps at birthdays, holidays, special events, thanks to others, etc.

Ideas – that may come in handy at a later time.

Might wanna buy...- could be one mega-list, or (more commonly) grouped by the type of thing it is: books, wines, clothes, etc.

Might wanna do when...- possibilities when you're in a certain location or doing a certain activity.

Might wanna do with...- my kids, my spouse, my dogs, my piano, my woodcarving tools, my garden, my computer, etc.

Previous project successes, achievements, accomplishments . . . a reminder that you're moving forward and helpful information to continually add to your resume...shows how far you've come up the mountain of change....

Restaurants- for business or pleasure, to review for ideas instead of same-old same-old.

Style or product numbers I may need when I'm buying things- oil filter, vacuum cleaner bags, etc.

Tips/Shortcuts- Any new skill set you're learning can have a remind-me-about list specific to its features and activities until they are habitual and under your belt.

Add other lists to help you remember quickly to save time & reduce stress

Use sound/visual alerts; color code events in your calendar

Notes:

About Your Instructor:

Cindy Aronson loves her job and is on a mission to inspire others to love theirs too. As the owner and principal of Cindy Aronson Training, she develops and leads programs that fuel workplace engagement, pride, leadership impact and personal and professional success.

For over 25 years, she has had the honor and privilege to be a partner in talent development with a variety of outstanding colleges and universities, businesses and organizations and thousands of talented professionals. Her 'Developing Leadership Excellence' program has been attended by hundreds of business leaders and chosen by educational institutions and numerous companies/organizations to strengthen the talent on their teams.

Cindy holds a degree in communication from the State University of New York College at Fredonia. She is a member of the National Speakers Association and a founder and executive board member of the Lucille Ball inspired, National Comedy Center - the nation's officially designated cultural institution for comedy. She lives in Bemus Point, New York.

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