

- 
- 1 Definitions of Concepts
 - 2 Planning, Estimating, Control
 - 3 Managing Yourself
 - 4 Managing Others and Peers
 - 5 Real World Techniques

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- 1 Definitions of Concepts
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A close-up photograph of a black fountain pen with gold accents, resting on a document with some text. The pen is positioned diagonally from the top left towards the center.

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Managing Yourself

- ◆ **Time Management**
- ◆ **Planning General**
- ◆ **Dynamics of Change**
- ◆ **Your Ideal Self**
- ◆ **Handling Stress**

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Managing Yourself



◆ Time Management

◆ Planning General

◆ Dynamics of Change

◆ Your Ideal Self

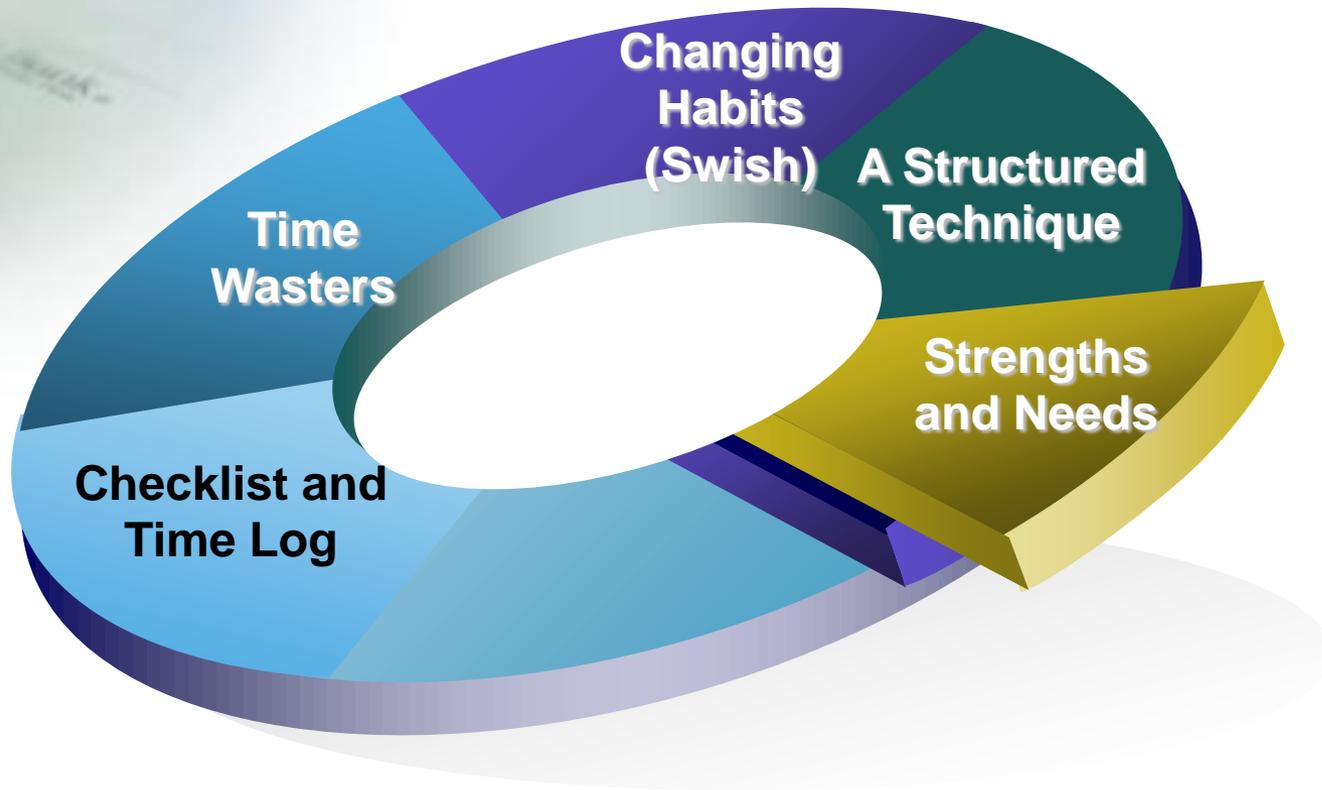
◆ Handling Stress



Managing Yourself

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◆ Time Management



Managing Yourself

◆ Time Management

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Strengths and Needs

	Strength	Need	Description of Need
1.	()	()	_____
2.	()	()	_____
3.	()	()	_____
4.	()	()	_____
5.	()	()	_____
6.	()	()	_____
7.	()	()	_____
8.	()	()	_____
9.	()	()	_____
10.	()	()	_____
11.	()	()	_____

Managing Yourself

◆ Time Management

Strengths and Needs

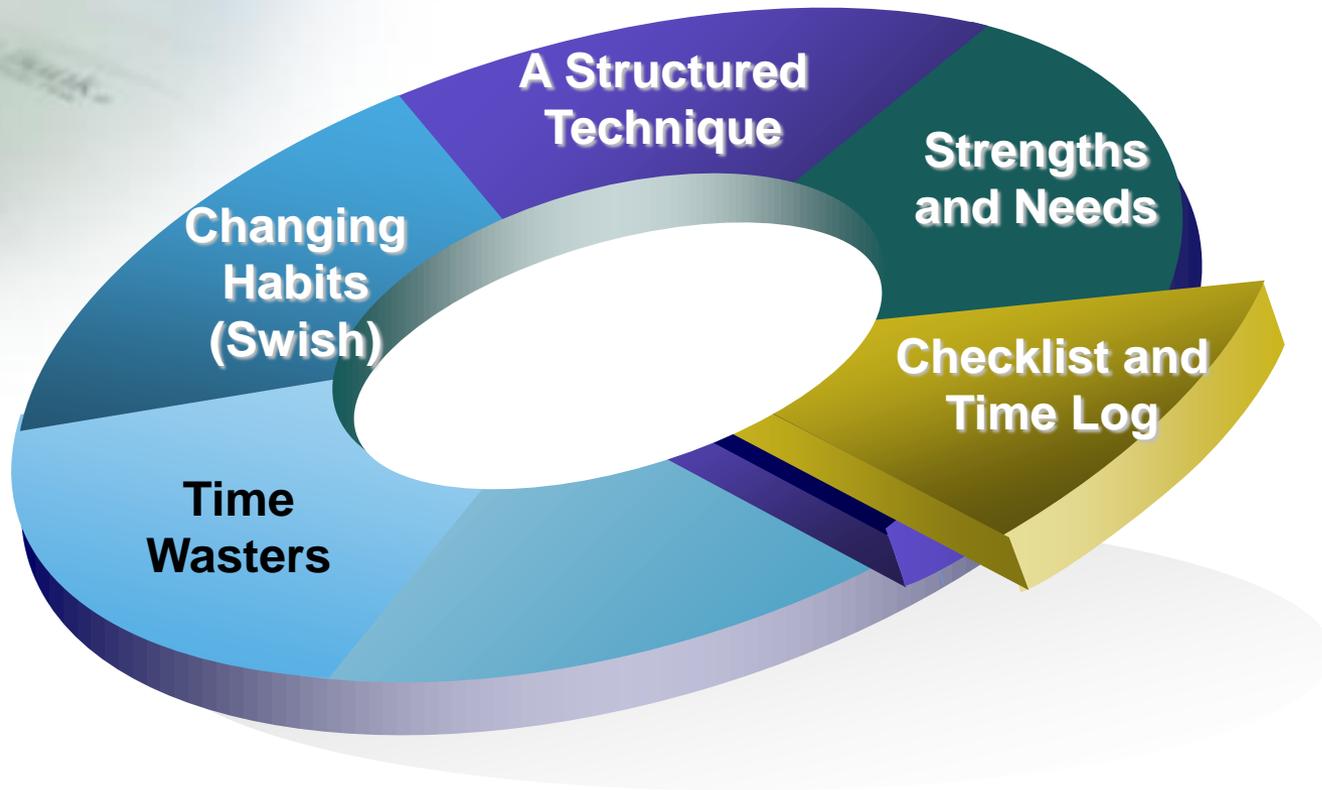
	Strength	Need	Description of Need
1.	()	()	_____
2.	()	()	_____
3.	()	()	_____
4.	()	()	_____
5.	()	()	_____
6.	()	()	_____
7.	()	()	_____
8.	()	()	_____
9.	()	()	_____
10.	()	()	_____
11.	()	()	_____

**Pick 1 NOW*
**Pick 1/Week*

Managing Yourself

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◆ Time Management



Managing Yourself

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◆ Time Management: Checklist and Log

Daily Time log

Date:

Time:

Goals:

TIME

ACTION

PRIORITY

COMMENTS AND RESULTS

8:00

8:30

9:00

9:30

◆ Time Management: Checklist and Log

How Long?

- ✓ **A Week at Most, Note What Happened**
- ✓ **Another Week, After Setting Plans**

Managing Yourself

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◆ Time Management: Checklist and Log

Daily Time log

Date: _____ Time: _____

Goals: _____

<u>TIME</u>	<u>ACTION</u>	<u>PRIORITY</u>	<u>COMMENTS AND RESULTS</u>
8:00			Email check
			Prioritize
			Phone calls
8:30			Staff meeting
9:00			
9:30			Project work

First Week



Managing Yourself

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◆ Time Management: Checklist and Log

Daily Time Log

Date: _____ Time: _____

Goals: _____

<u>TIME</u>	<u>ACTION</u>	<u>PRIORITY</u>	<u>COMMENTS AND RESULTS</u>
8:00			
8:30	<i>Email check</i>	<i>2</i>	
9:00	<i>Project plans</i>	<i>1</i>	
	<i>Meeting</i>	<i>3</i>	
9:30			

Second Week: Each Morning

Managing Yourself

3-12

◆ Time Management: Checklist and Log

Daily Time Log

Date: _____ Time: _____

Goals: _____

<u>TIME</u>	<u>ACTION</u>	<u>PRIORITY</u>	<u>COMMENTS AND RESULTS</u>
8:00			
8:30			
9:00			
9:30			

Second Week: Then, Hide Plans

Managing Yourself

◆ Time Management: Checklist and Log

Daily Time log

Date: _____ Time: _____

Goals: _____

<u>TIME</u>	<u>ACTION</u>	<u>PRIORITY</u>	<u>COMMENTS AND RESULTS</u>
8:00			<i>Email check</i>
			<i>Prioritize</i>
			<i>Phone calls</i>
8:30			<i>Staff meeting</i>
9:00			
9:30			<i>Project work</i>

Second Week! Record During the Day

Managing Yourself

3-13

◆ Time Management: Checklist and Log

Daily Time log

Date: _____ Time: _____

Goals: _____

Second Week: Do Your Analysis!

<u>TIME</u>	<u>ACTION</u>	<u>PRIORITY</u>	<u>COMMENTS AND RESULTS</u>
8:00			Email check
			Prioritize
			Phone calls
8:30	Email check	2	Staff meeting
9:00	Project plans	1	
	Meeting	3	
9:30			Project work



◆ Time Management: Checklist and Log

Do an Analysis:

- ✓ **Did Goal Setting Improve Effectiveness? Were They Realistic?**
- ✓ **When Did You Start Your First Goal?**
- ✓ **To What Extent Was Each Objective Achieved?**
- ✓ **What Was Your Longest Uninterrupted Time?**
- ✓ **Who, or What, Was Your Most Frequent Interrupter?**

Managing Yourself

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◆ Time Management: Checklist and Log

List:

- ✓ **Necessary Interruptions and Controlling Steps:**

- ✓ **Five Most Time-Consuming Activities to be "Farmed Out":**

Managing Yourself

◆ Time Management

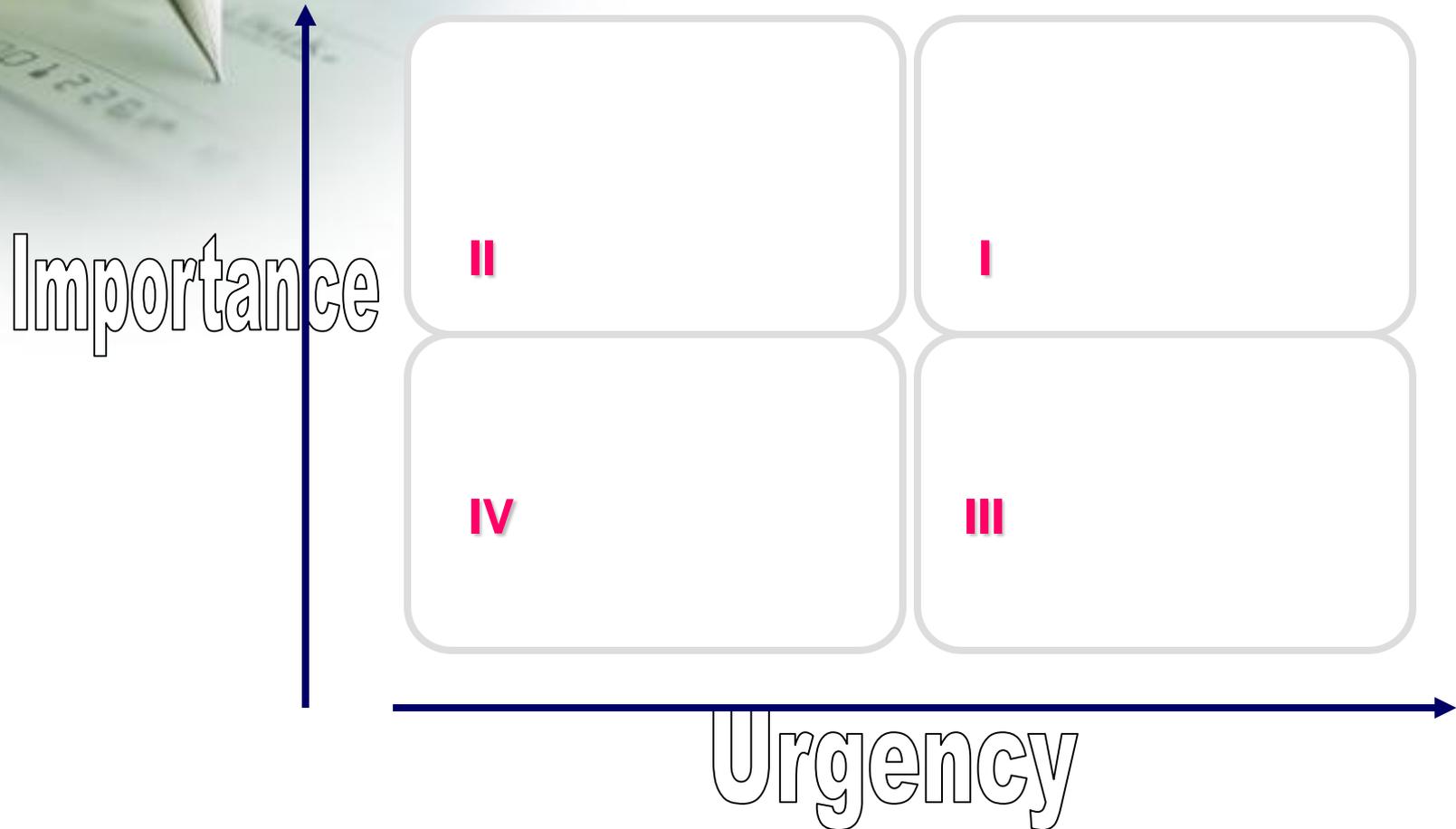
◆ Covey's Seven Habits

- ✓ **Be Proactive**
- ✓ **Begin with the End in Mind**
- ✓ **Put First Things First**
- ✓ **Think Win/Win**
- ✓ **Seek First to Understand, then to be Understood**
- ✓ **Synergize**
- ✓ **Sharpen the Saw**

Managing Yourself

◆ Time Management

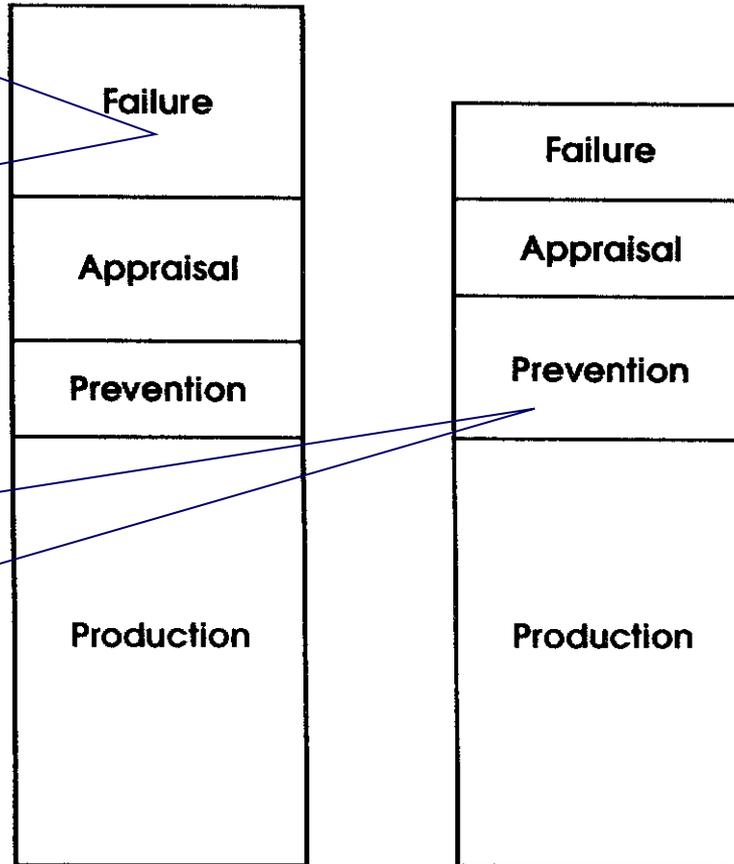
◆ Covey's Seven Habits



◆ Time Management: Cost of Quality

If urgent is reactive,
failure is reactive.
Then, what is urgent?

If importance is proactive,
prevention is proactive.
Then, what is important?



Failure is Reduced When Prevention is Increased

◆ Time Management: Cost of Quality

If urgent is reactive,
failure is reactive.

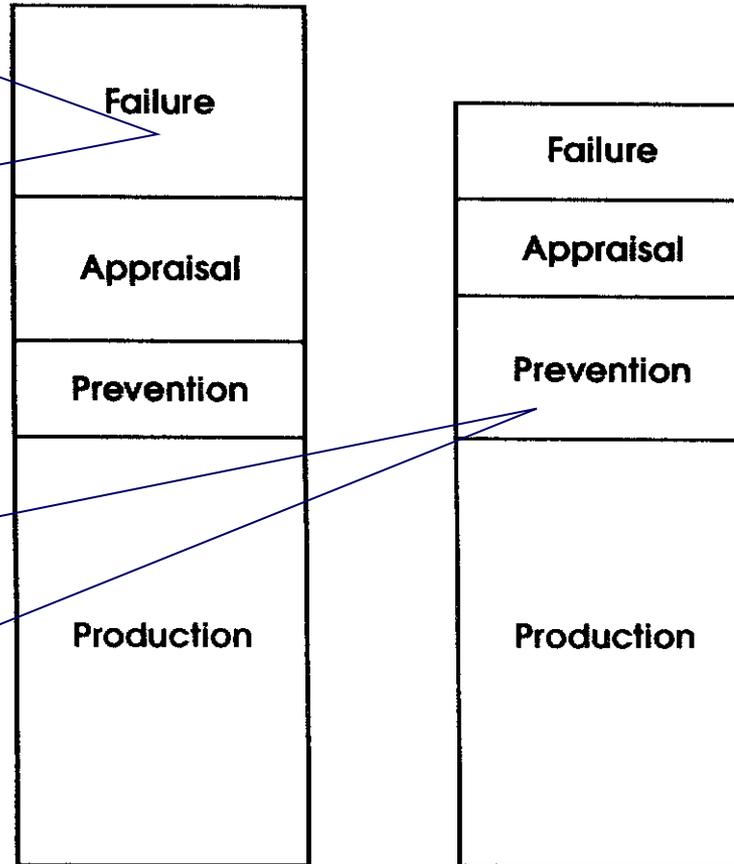
Then, what is urgent?

**Urgent means
Cost of Failure**

If importance is proactive,
prevention is proactive.

Then, what is important?

**Importance is
Cost of Prevention**

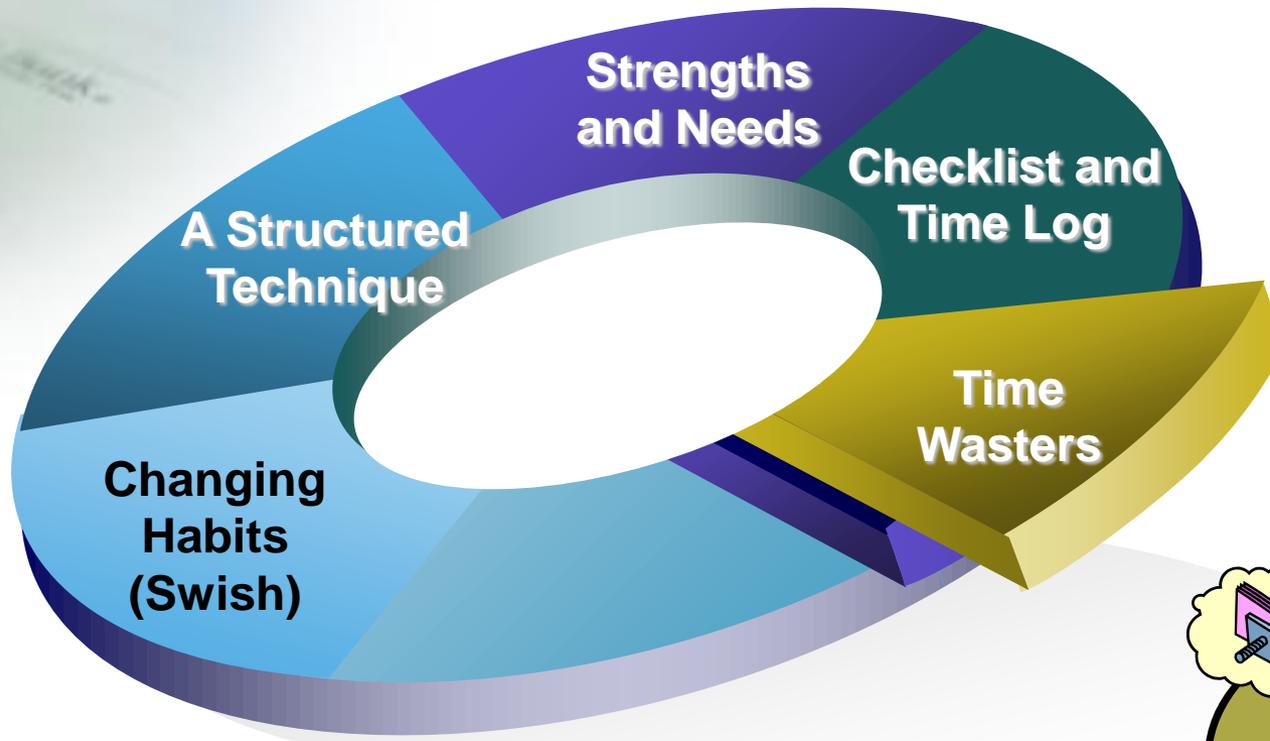


Failure is Reduced When Prevention is Increased

Managing Yourself

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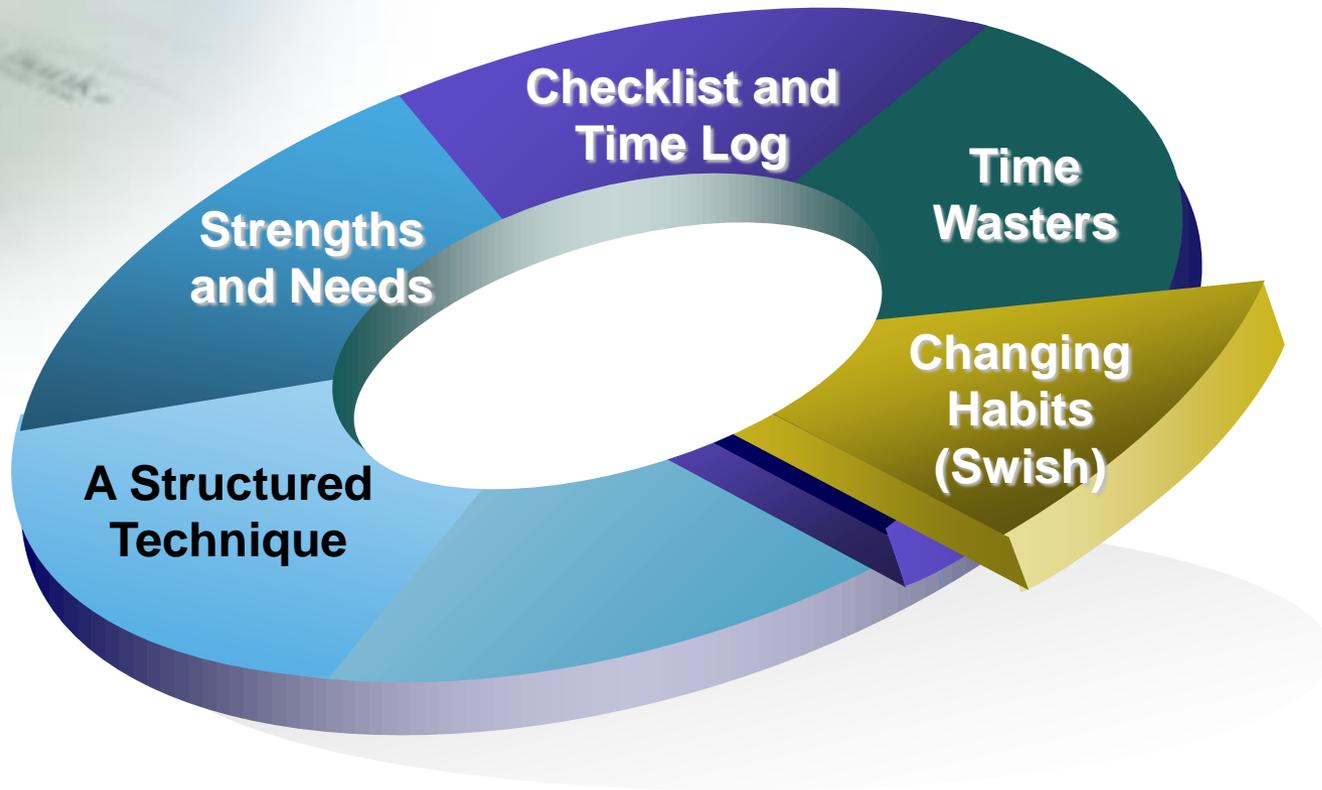
◆ Time Management



Managing Yourself

◆ Time Management

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◆ Time Management: Swish Technique

Steps:

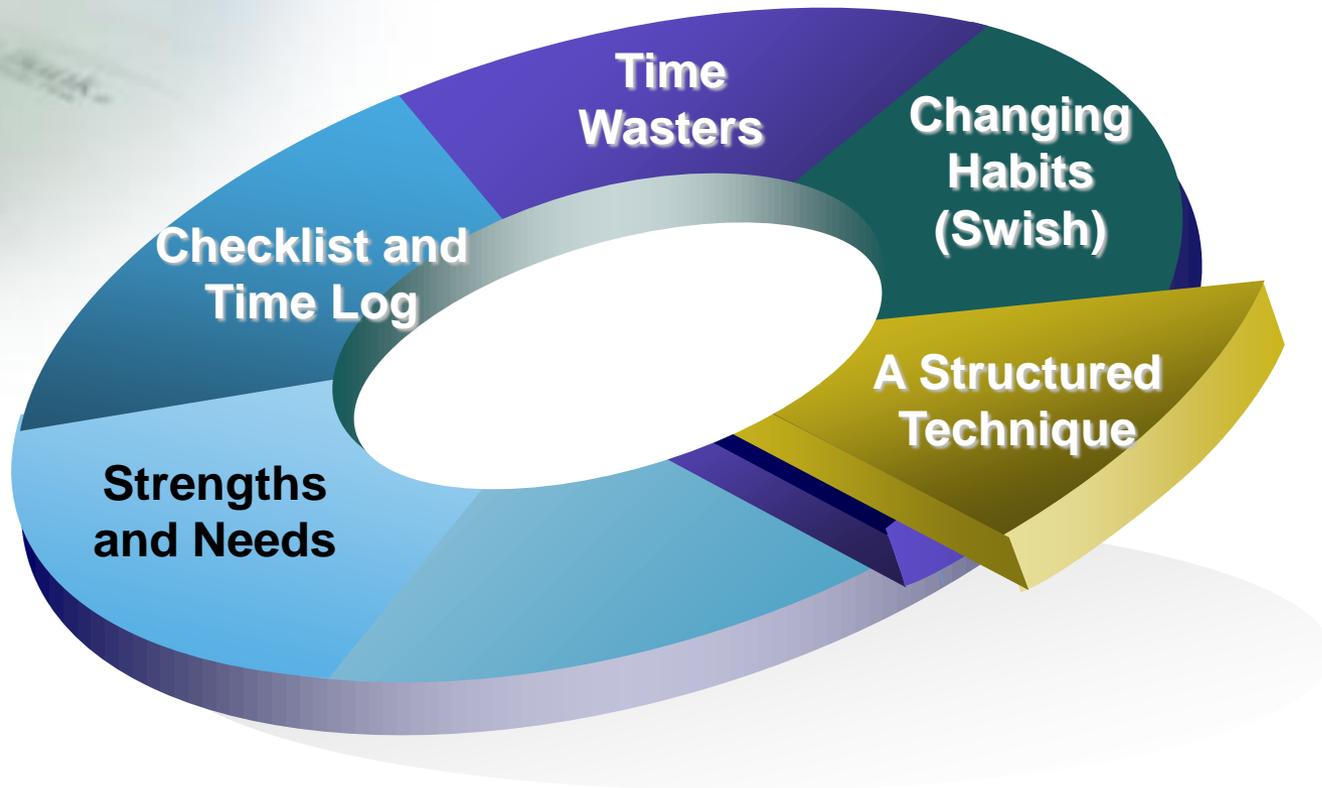
1. Form old picture, thru your own eyes
2. Form new picture, thru eyes of a camera
3. Repeat these steps until done:
 - a) Place postage-stamp new picture into large old picture
 - b) 1-2-3-SWISH new, brighter, bigger, over old
 - c) Dissolve both pictures, go back to (a) above



Managing Yourself

3-19

◆ Time Management



◆ Time Management

A Structured Technique

Elements:

1. Trust short-term memory during the day
2. Dictate thoughts, tasks, issues, etc. on way home
3. No need to worry about them after work – sleep on it
4. On way to work, play back dictation and add thoughts
5. Closed-door time, schedule the work (e.g., 70% applied time)
6. Re-evaluate each week daily, each month weekly, etc.



Managing Yourself

◆ Time Management

A Structured Technique

Workload Limits and Juggling:

1. There is great value to underbooking yourself
2. Identify maximum number of unrelated tasks you can do
3. If number of tasks exceeds your limit, use alternate days



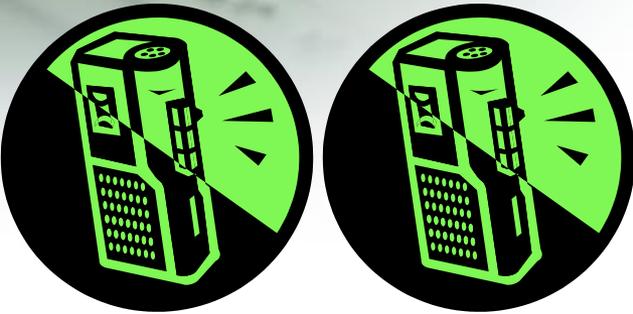
Managing Yourself

◆ Time Management

A Structured Technique

Workload Limits and Juggling:

1. There is great value to underbooking yourself
2. Identify maximum number of unrelated tasks you can do
3. If number of tasks exceeds your limit, use alternate days
4. Use technology: alternate recorders on alternate days

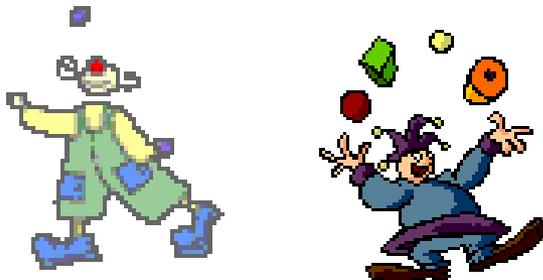
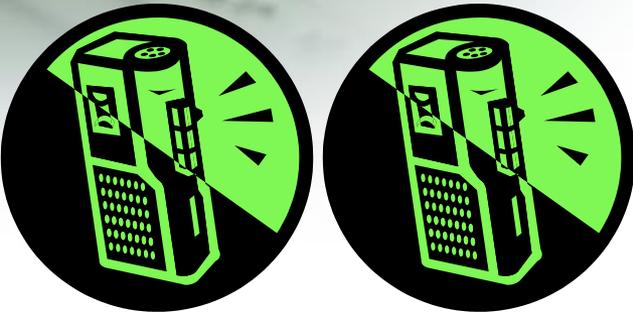


◆ Time Management

A Structured Technique

Workload Limits and Juggling:

1. There is great value to underbooking yourself
2. Identify maximum number of unrelated tasks you can do
3. If number of tasks exceeds your limit, use alternate days
4. Use technology: alternate recorders on alternate days
5. You can quickly address alternate tasks on wrong days within your unplanned (30%) time



3

Managing Yourself

◆ Time Management



◆ Planning General

◆ Dynamics of Change

◆ Your Ideal Self

◆ Handling Stress



◆ Planning, General

