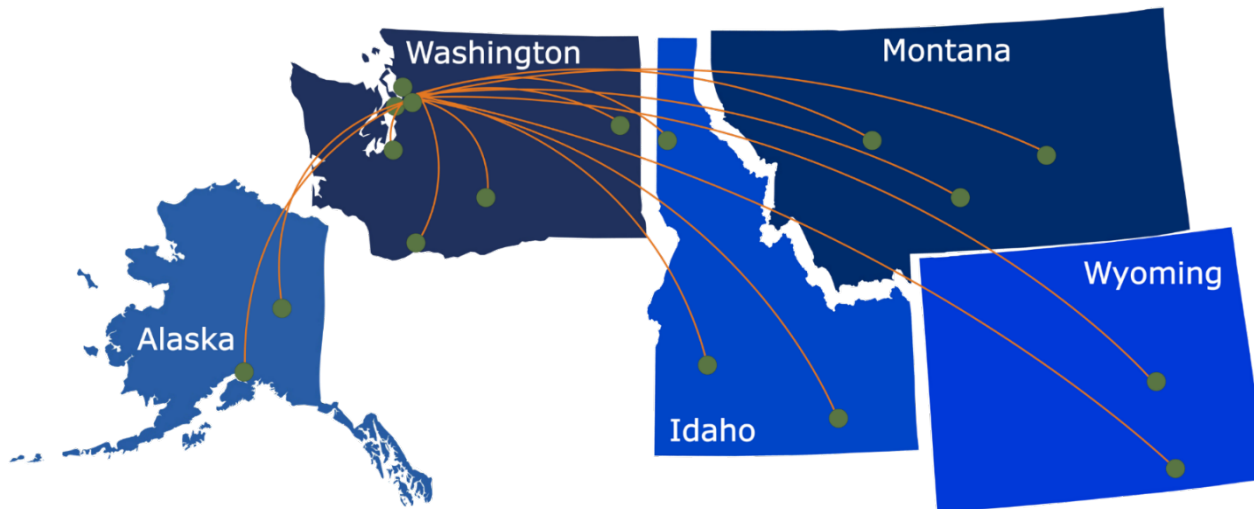# Time Management

Presentation will begin at 12:15 PM (PT)

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What We Offer:

1 **Research Support Services:** Members gain access the different research services, resources, and tools offered by ITHS, including the ITHS Research Navigator.

2 **Community Engagement:** Members can connect with regional and community based practice networks

3 **Education & Training:** Members can access a variety of workforce development and mentoring programs and apply for formal training programs.

4 **Funding:** Members can apply for local and national pilot grants and other funding opportunities. ITHS also offers letters of support for grant submissions.

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Contact our **Director of Research Development**

- **Project Consultation**

- **Strategic Direction**

- **Resources and Networking**

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February TBD – Specific Aims

February TBD – Developing Leadership Skills

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Feedback

At the end of the seminar, a link to the feedback survey will be sent to the email address you used to register.

Time Management

Presented by Jennifer Sprecher

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W | SCHOOL OF NURSING
UNIVERSITY of WASHINGTON

1 Discuss key time management strategies

2 List resources to assist with time management approaches

3 Identify common pitfalls that impact time management

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Time Management

Key Questions

Where are you spending your time?

Baseline

Are you working on the right things?

Goal Setting
Prioritization

Are you productive when you are working?

Don't mistake movement for work
          W=fd
Managing interruptions
Distraction
Procrastination
Scheduling
Understanding the value of your time

Key Concepts

Know where you are starting

Data collection   Surveys
Tracking forms/ Activity logs   Savemytime.com

Know where to allocate your time

Improve your productivity

Deal with specific impediments

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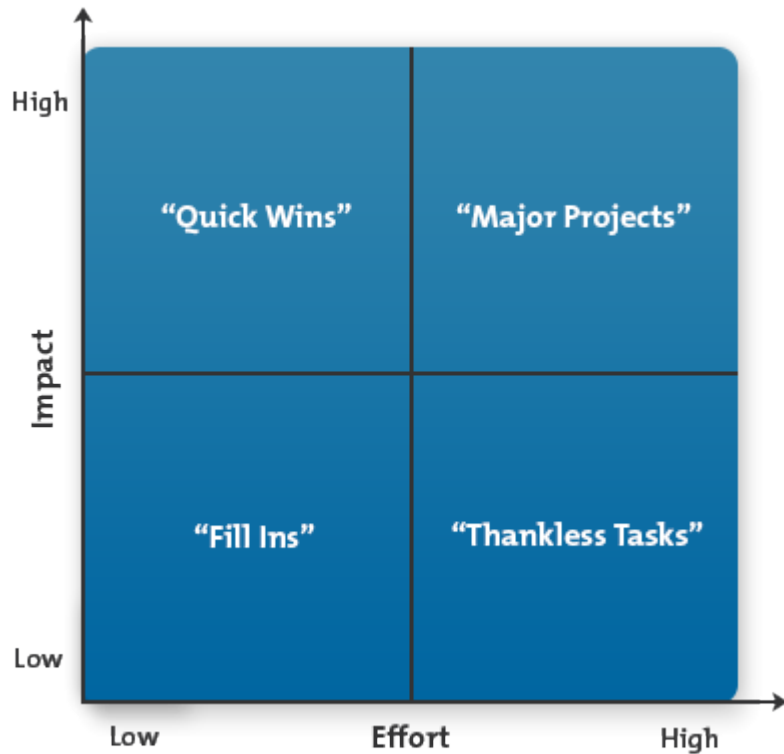Accelerating Research. Improving Health.

How Good is your Time Management

We all get the same 24 hours, why is it that some people achieve so much more with their time than others?

Self Survey

Prioritizing

IMPACT VS EFFORT

Scheduling

- ► Morning task?
- ► Schedule highest concentration when you are most alert
- ► Find the system that is right for you
- ► Use your prioritization
- ► Time buffers for travel
- ► Plan for breaks
- ► Use batching and time blocks
- ► Not all meetings have to be 1 hour

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14

Organizing Your Day

► Notebook

► First or last 15 minutes is for organizing

- ❑ To Do List
- ❑ Personal KanBan
- ❑ Trello
- ❑ Digital calendars- use 1 calendar
- ❑ Project Management tools (i.e. Smart Sheet)

► Clear your desktop

► Create and Action area for the current work

► Schedule tasks in small time buckets

► Scan your documents

► Use Cloud files

► Plan for breaks

► Nutrition and Sleep

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Key Time Management Strategies

► Prioritize- find your 80/20 Rule

► Schedule

► Organize your day first thing in the morning or at the end of the day

► Create a routine

► Build good habits & get rid of bad habits

► Notebook your thoughts, conversations, ideas

► Add time buffers to your schedule

► Nutrition

► Sleep

► Breaks

► Meditate every morning

► Exercise every morning

► Organize your life

► Turn off social media app notifications

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16

1-All

Which of the strategies do you think you should implement for your self?

Are there other strategies that you would like to invoke or that you have successfully invoked?

Distractions

Focus

- Environment: comfortable, landscape photos, shut out noise (using instrumental music, white noise)
- Nutrition- water, eat breakfast
- Get up and move around

Mindset

- Have a focused time to deal with worries
- 1 task at a time
- Close email and chat
- Switch between hi and low attention tasks
- Prioritize
- Reward yourself

Identify your Interrupters (interrupter log)

- Interrupters log
- Separate valid from invalid interrupters
- Plan your calls
- Consider the interruption before getting caught up in their urgency
- Available and Unavailable time (be careful with too many barriers and let people know what constitutes and emergency)
- Learn to say "No"

- Invitation only time
- Social media impact
- IM impact
- Browsing
- Phone calls
- Other people
- You- sleep, nutrition, energy level

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Procrastination

Choosing enjoyable over priority

- Not laziness
- Habit

Overcoming the Procrastination Habit

- Recognize if it is a problem and why
  - ✓ Imposter syndrome, fear of failure
  - ✓ Don't like the task
- Forgive your self of the past
- Don't label yourself a "procrastinator"
- Use self-controlling language "I choose to" versus "I have to"
- Move the task to the top of the day and do it in bite size (time bound) pieces
- Reward your self
- Ask someone to partner with you
- Tackle issue as they come
- Minimize distractions
- Scheduling
- Prioritizing

Active procrastination-if you thrive under pressure, make sure it only affects you

Resources

- 1 Minute Manager, Ken Blanchard, PhD

- Mindtools- https://www.mindtools.com/pages/main/newMN_HTE.htm

- Rate your time management skills https://www.mindtools.com/pages/article/newHTE_88.htm

- Do More Great Work, Michael Bungay Stanier (reducing busy-work)

- Getting Things Done, David Allen

- Savemytime.com

- The Procrastination Cure, Jeffery Combs

- The Power of Habit, Charles Duhig

- Procrastination quiz - https://www.mindtools.com/pages/article/newHTE_99.htm

- Pomodoro - http://www.marinaratimer.com/

- Trello – trello.com

- Lifehack- lifehack.org (Productivity)

- Toggl- toggl.com

- Productive quiz - https://www.mindtools.com/pages/article/productivity-quiz.htm

- Meetings - http://www.liberatingstructures.com/

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Questions?

Feedback Survey

A link to the feedback survey has been sent to the email address you used to register.

Please get out your device, find that email, and spend a few moments completing that survey before you leave today.

Tip: If on a mobile device, shift view to landscape view (sideways) for better user experience.

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Resource Leveraging

Personal SWOT

Knowledge and Education Leverage

Technology Leverage

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Appendix

1. Managing Email
2. Meetings
3. Pitfalls

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Managing Email

1

Check regularly- but not continually

- ► Receive at certain times
    - ❑ < 2 mins- Read and reply
    - ❑ >2 mins- schedule on calendar or add to To Do list

Categorize email folders

- ► Action Items, Waiting, etc
- ► Projects
- ► Classes

Use Rules to sort mail

- ► Blogs, etc.

Meetings

2

Meetings are expensive

Effective meetings can save well over this amount

Ineffective meetings:

- ❑ Loss of resources
- ❑ Loss of the return on the unperformed activities
- ❑ Loss of motivation

Other Meeting Topics include:

1. Reasons for meetings
2. Scheduling
3. Agenda
4. Minutes
5. Meeting support roles
6. Visual meetings
7. Continuous improvement

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Meetings

Sometimes a meeting is not the best use of everyone's time.

Sometimes not everyone should be at the meeting

- 1- way Communication **(Sharing)**
- Gather input **(Gathering)**
- Make decisions **(Deciding)**

Meetings

SCHEDULING

Administrative assistance

Regular meeting dates

Doodle polls- respond within 24 hours

Virtual: Skype, Zoom, Adobe Connect

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Train-the-Trainer (T3)
interprofessional faculty development program

Meetings

AGENDA

Pre-published

- ► At least 2 days prior for weekly meeting
- ► Includes minutes, agenda, action items

Objective, handouts, roles

Each agenda item:

- ► Time frame
- ► Outcome
- ► Type of discussion (S, G, D)

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Meetings

MINUTES

Action Items

    1.   What

    2.   Who

    3.   When

    4.   Comments

Discussion/ Decisions

Distributed within 2 business days of meeting

Meetings
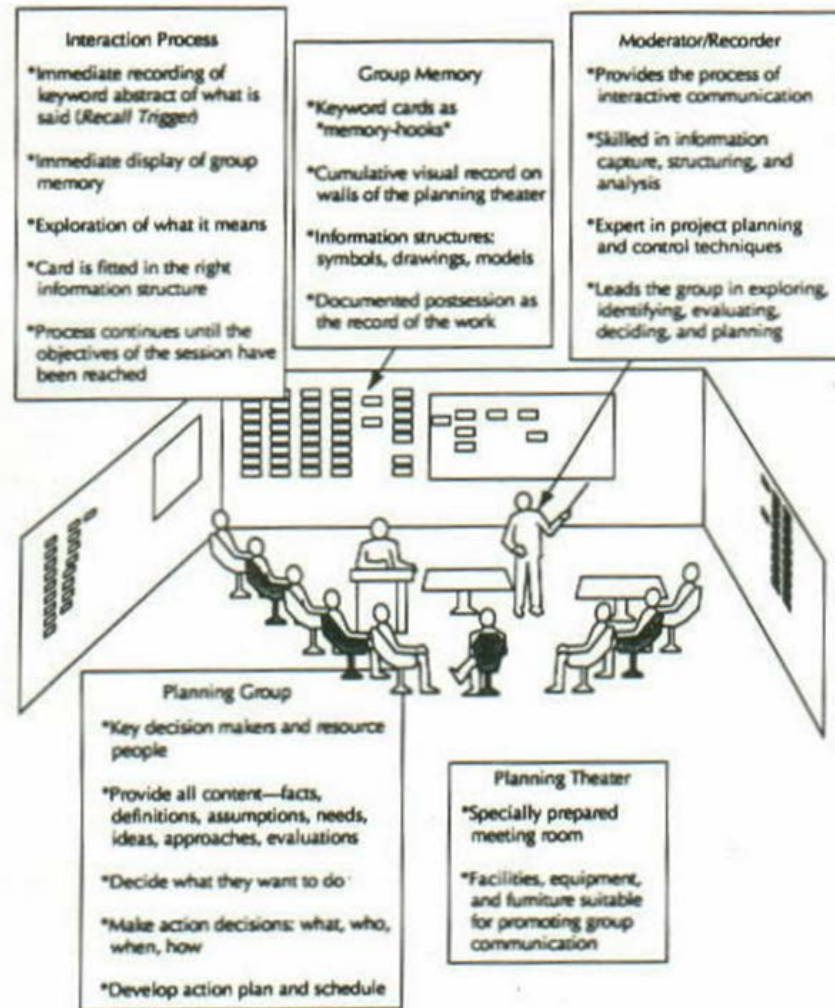
MEETING SUPPORT ROLES

Facilitator - Process Checker

Scribe

Time Keeper

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Meetings

VISUAL MEETINGS

Source: R. Gillis, "Strategies for Successful Project Implementation," in M. Fangel, ed., *INTERNET Handbook of Project Start-Up* (Hillerød, Denmark: INTERNET Committee on Project Start-Up, 1989).

Meetings

CONTINUOUS IMPROVEMENT

+/ Δ

Group Effectiveness Scale

Meeting Evaluation by Meeting Mentor

Pitfalls

1. No To-Do List

2. No Personal Goals

3. No Prioritization

4. Distractions Rule

5. Procrastination

6. Take on Too Much

7. Thrive on "Busy"

8. Multitasking

9. No Breaks

10. Ineffective Scheduling

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