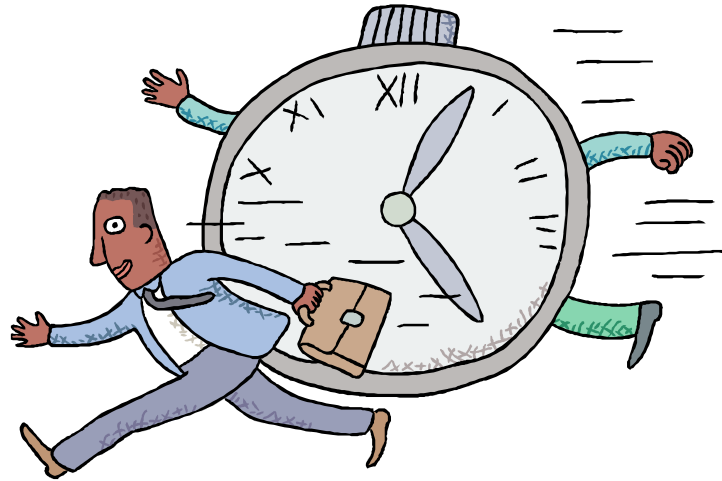


Personal Effectiveness: Mastering Time Management and Administration

Deadlines! I love 'em.



**I love the whooshing noise
they make as they fly by.**

Douglas Adams

Welcome and Introductions

NAME and JOB ROLE

If I was at my best what would I ACHIEVE?

(More? Better? Different?)

- Aims for today and in future



Working Together

- Time Keeping
- Confidentiality
- There's no such thing as a silly question
- Experiment and take risks – see possibilities not limits
- Respect – space and values for others
- Participation – involvement/contribution
- Bit of fun!



Quick table discussion

What do these two terms mean to you?

- Efficient
- Effective

Definitions

- Efficient – doing things right
- Effective – doing the right thing

'Achieving' and Personal Effectiveness is about...

Goals & HPA's (high payoff activities)

Awareness and Planning

Developing positive habits

‘Achieving’ and Personal Effectiveness is about...

Goals & HPA's (high payoff activities)

Awareness and Planning

Developing positive habits

It is not (or is less) about...

Overly complex prioritising systems

Being a ‘Superhumanbeing’

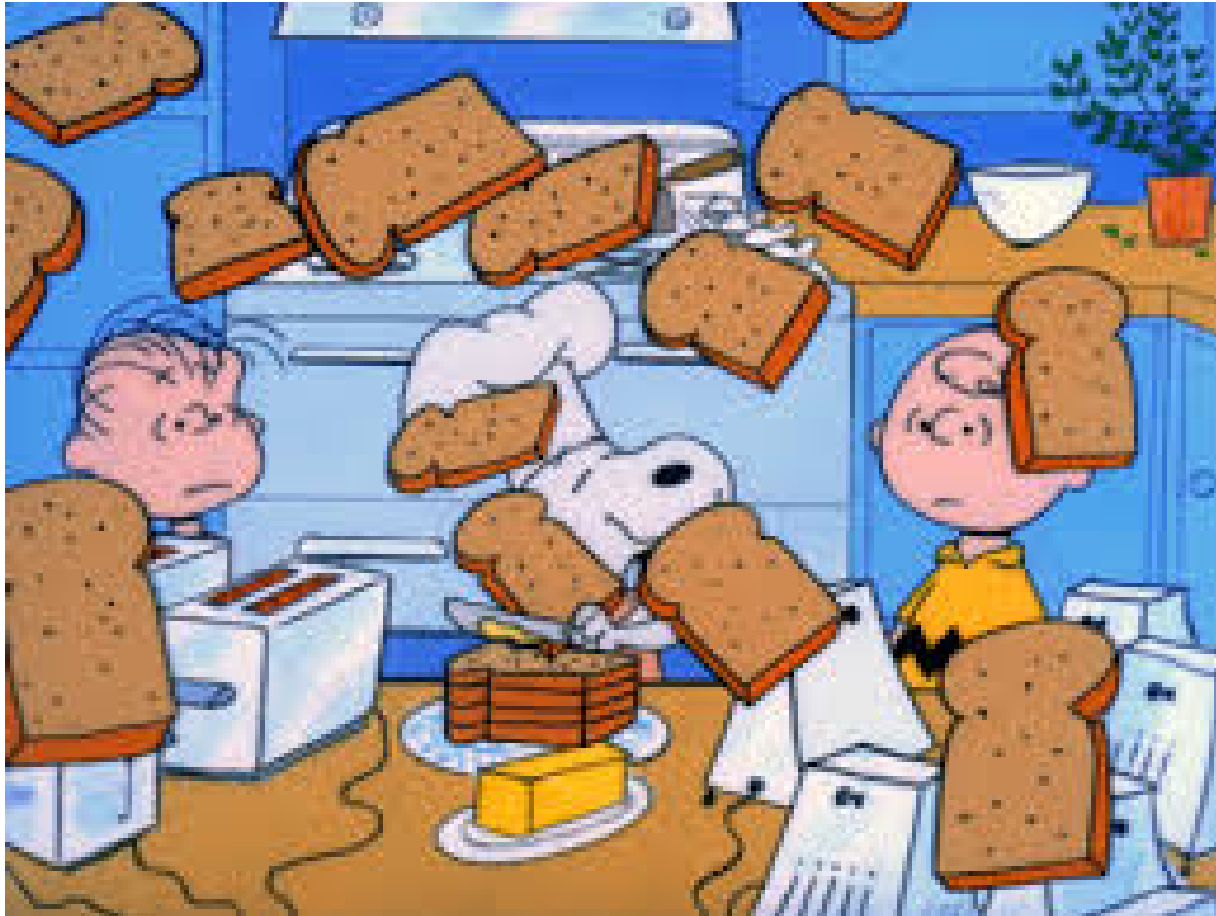
This way or the highway

What's the problem?



Poor or unclear Job Description

What's the problem?



Personal Disorganisation

What's the problem?



Additional work or life issues

Awareness

- Be clear on what you SHOULD be doing
- Know what your High Payoff Activities are
- Pin point your priorities



Action

- Write (consider) your job description in terms of results required
- Define the measures for those results

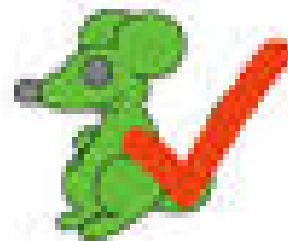
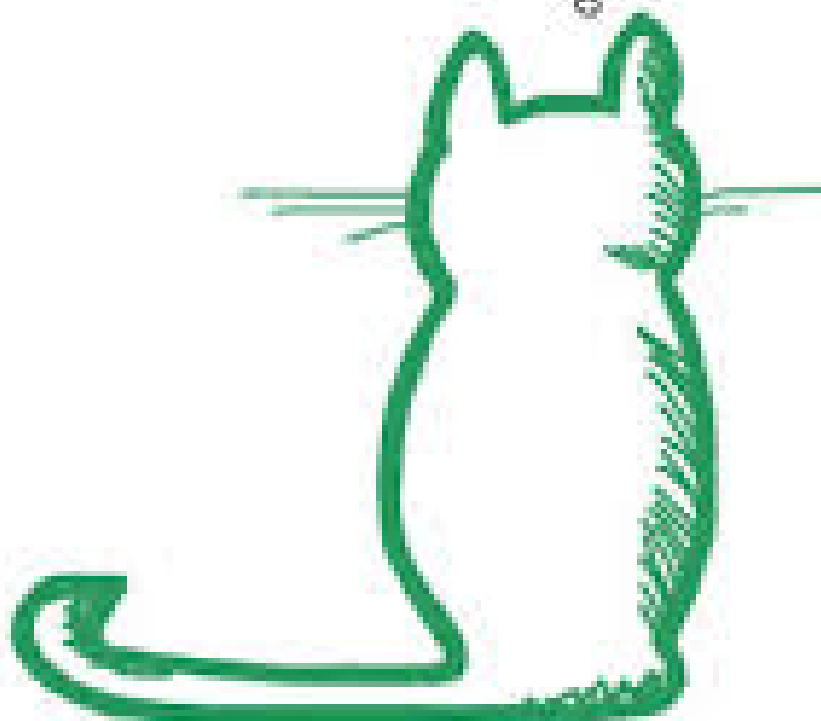


Gains and Losses

STRESS FRUSTRATION QUIET LIFE CONTROL
RESPECT REWARD PRIDE ACHIEVEMENT
SECURITY RISK CHALLENGE CONFRONTATION FEAR
FRIENDS HAPPINESS DISCONTENT KNOWLEDGE
EXPERIENCE POWER POSITION ADVANCEMENT
GROWTH RIGHTS RESPONSIBILITIES
CHALLENGE POSSIBILITIES LIMITS
SELF DOUBT TIME WORRY ANGER
CO-OPERATION BEING HEARD BEING IGNORED
AGREEMENT COMPLAINTS INFLUENCE CHOISE
SUPPORT PRESSURE DEVELOPMENT SKILLS



Get priorities
straight...



~~ZZZ...~~



Time Management Quadrant

Q1 Urgent & Important	Q2 Not Urgent But Important
Q3 Not Important But Urgent	Q4 Not Important & Not Urgent

Time Management Quadrant

Q1 Urgent & Important	Q2 Not Urgent But Important
Q3 Not Important But Urgent	Q4 WASTE
	<ul style="list-style-type: none">• Irrelevant mail and calls• Trivia• Unproductive activities• Stuff we like to do

Time Management Quadrant

Q1 Urgent & Important	Q2 Not Urgent But Important
Q3 FUTILE	Q4 WASTE
<ul style="list-style-type: none">• Interruptions• Some calls• Some mail• Some reports• Unprepared meetings	<ul style="list-style-type: none">• Irrelevant mail and calls• Trivia• Unproductive activities• Stuff we like to do

Time Management Quadrant

Q1 HARVEST	Q2 Not Urgent But Important
<ul style="list-style-type: none">•Genuine crises•Pressing problems•Projects/work driven by deadlines•Fire fighting	
Q3 FUTILE	Q4 WASTE
<ul style="list-style-type: none">•Interruptions•Some calls•Some mail•Some reports•Unprepared meetings	<ul style="list-style-type: none">•Irrelevant mail and calls•Trivia•Unproductive activities•Stuff we like to do

Time Management Quadrant

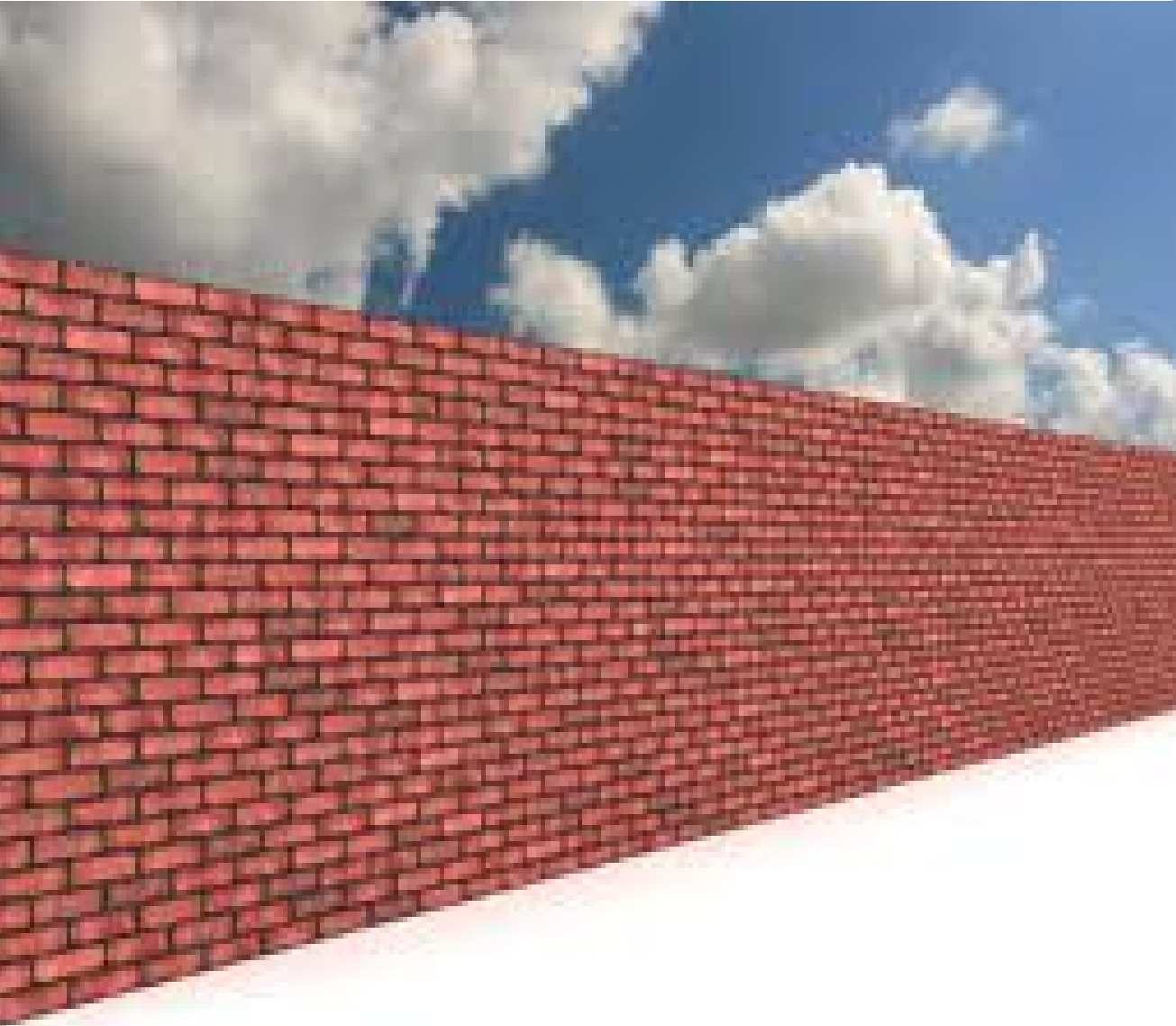
Q1 HARVEST	Q2 ACHIEVEMENT
<ul style="list-style-type: none">•Genuine crises•Pressing problems•Projects/work driven by deadlines•Fire fighting	<ul style="list-style-type: none">•Planning,•Relationship building,•Creative thinking – new opportunities,•Preventing crises, projecting•Professional knowledge
Q3 FUTILE	Q4 WASTE
<ul style="list-style-type: none">•Interruptions•Some calls•Some mail•Some reports•Unprepared meetings	<ul style="list-style-type: none">•Irrelevant mail and calls•Trivia•Unproductive activities•Stuff we like to do

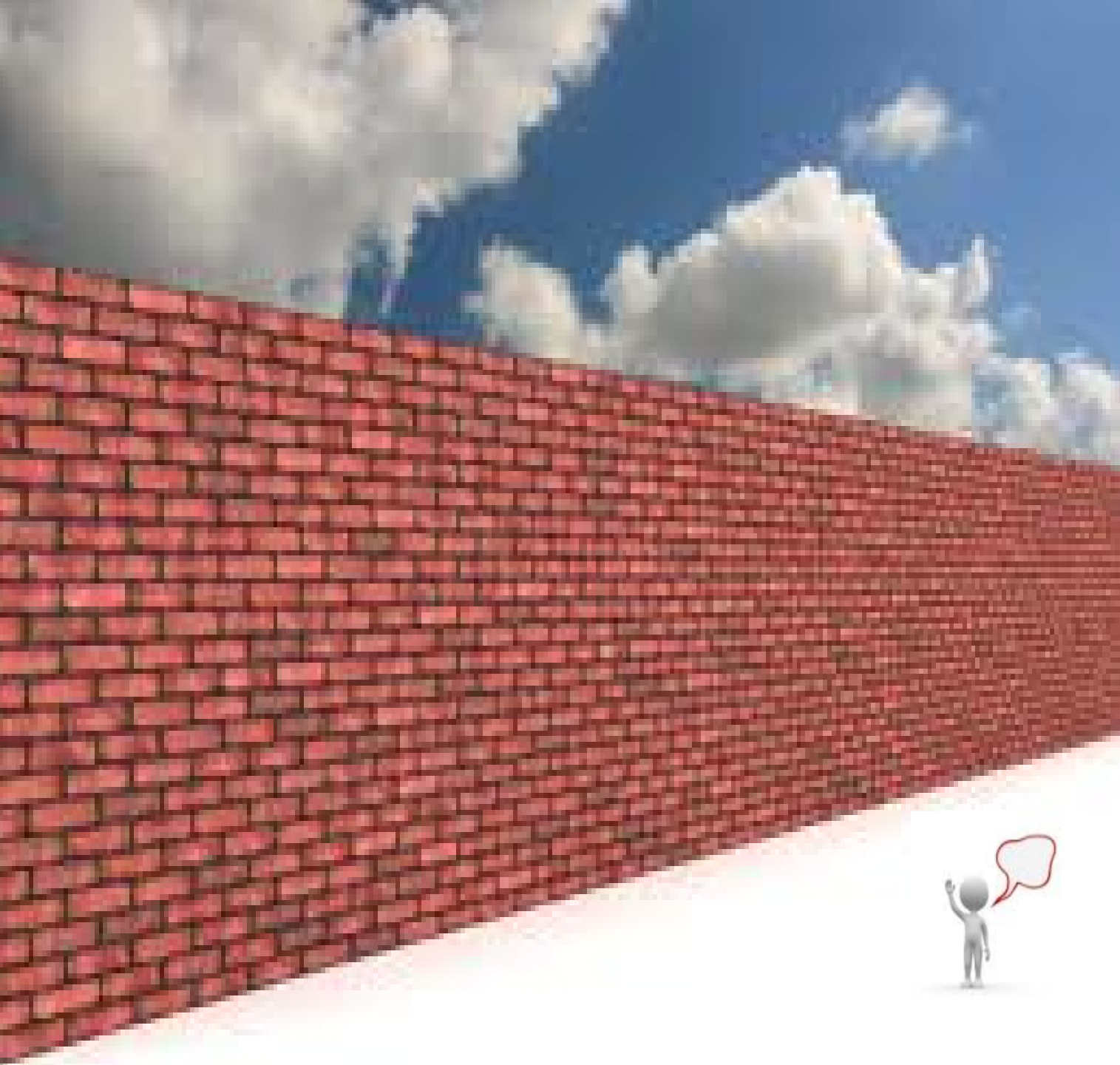
A quick and dirty self- check

Do I **have** to do this?

Do I have to do this?

Do I have to do **this**?







directory of social change

ALL
MY
BEST
IDEAS
TO
INSPIRE
OUTSTANDING
UNLIMITED
SUCCESS

INTERRUPTIONS

A judgement call – not an obligation

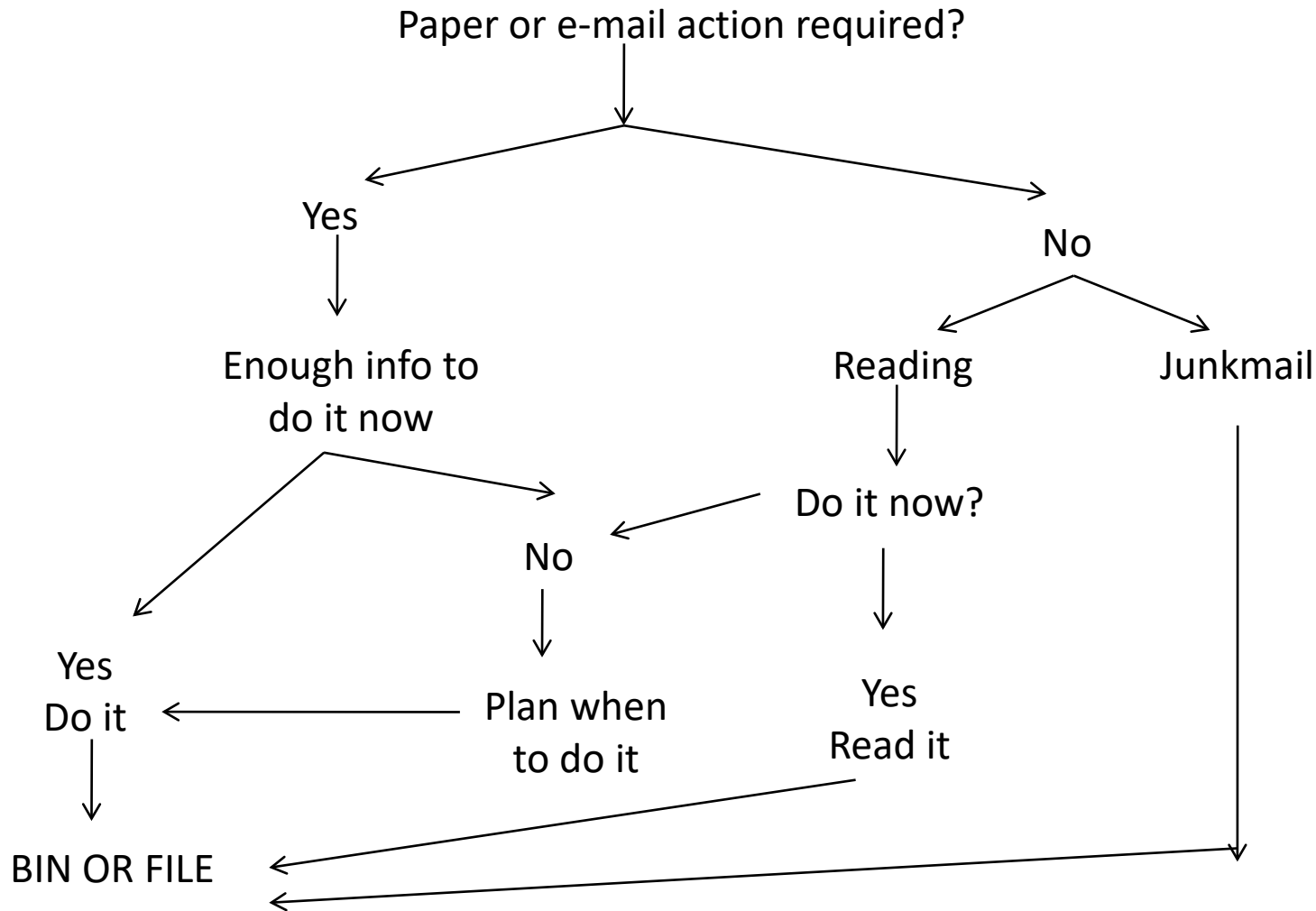
- YES,
- NO,
- LATER....





MEETINGS - A PRACTICAL ALTERNATIVE TO WORK.

A Process for Paperwork



Sample Diary

Monday	Tuesday	Wednesday	Thursday	Friday
1-1 with Pam Lunch with Joe 1-1 with Ashley	Funding Meeting	1-1 Lesley	In Leeds	Budget Stuff & Meeting Support Network Meeting

Sample Diary

Monday	Tuesday	Wednesday	Thursday	Friday
1-1 with Pam 2pm Lunch with Joe 1pm 1-1 with Ashley 4pm	Funding Meeting 10am	1-1 Lesley 9am	In Leeds	Budget Stuff & Meeting 10am Support Network Meeting 3pm

Time	Monday	Tuesday	Wednesday	Thursday	Friday
0800					Budget Stuff
0900			1-1 Lesley	Travel to Leeds to See Pat	
1000		Funding meeting			Budget meeting Head office
1100					
1200	Lunch with Joe				
1300					
1400	1-1 with Pamela				
1500				3.15pm train To Euston	Network Support Meeting
1600	1-1 Ashley				
1700			Gabrielle's leaving party		

Time	Monday	Tuesday	Wednesday	Thursday	Friday
0800					
0900		Get Gabriella's card signed etc	1-1 Lesley	Travel to Leeds	Finalize budget
1000		Funding meeting		Meet Pat in Leeds office	Budget meeting – Head office
1100			Work on budget	Make client calls	
1200	Lunch with Joe				
1300					
1400	1-1 with Pamela				
1500	Prepare notes for funding meeting	Write up Support Network monthly reports		Travel back to London	Friday Support Network meeting
1600	1-1 Ashley		Prep papers etc for Leeds		Admin ready for next week
1700			Gabrielle's leaving party		
1800					

Time	Monday	Tuesday	Wednesday	Thursday	Friday
0800					
0900	Planning & Admin	Get Gabriella's card signed etc	1-1 Lesley	Travel to Leeds	Finalize budget
1000	↓	Funding meeting		Meet Pat in Leeds office	Budget meeting – Head office
1100	↓	↓	Work on budget	Make client calls	↓
1200	Lunch with Joe	↓	↓	↓	↓
1300					
1400	1-1 with Pamela		↓		↓
1500	Prepare notes for funding meeting	Write up Support Network monthly reports		Travel back to London	Friday Support Network meeting
1600	1-1 Ashley	↓	Prep papers etc for Leeds		Admin ready for next week
1700		↓	Gabrielle's leaving party		
1800					

Time	Monday	Tuesday	Wednesday	Thursday	Friday
0800					
0900	Planning & Admin	Get Gabriella's card signed etc	1-1 Lesley	Travel to Leeds	Finalize budget
1000	↓	Funding meeting	FREE	Meet Pat in Leeds office	Budget meeting – Head office
1100	FREE	↓	Work on budget	Make client calls	↓
1200	Lunch with Joe	FREE	↓	↓	↓
1300					
1400	1-1 with Pamela	FREE	↓	FREE	↓
1500	Prepare notes for funding meeting	Write up Support Network monthly reports	FREE	Travel back to London	Friday Support Network meeting
1600	1-1 Ashley	↓	Prep papers etc for Leeds	FREE	Admin ready for next week
1700		↓	Gabrielle's leaving party		
1800					

Telephone Nightmares?



Procrastination – Stress Relationship



I am an old man
and have known
many troubles, but
most of them
never happened.

Mark Twain

What's in our way

Lack of
confidence

No previous
experience

Self Doubt

Fear

Confusion

Focus on
feelings not
facts

Mind
reading
others

Making
assumptions

Perception
of others

Uncertainty

Lack of
Assertiveness

Insecurity



Getting out of our own way

Solution
focussed

Confidence

Committed

Learning
and
developing

Informed &
Knowledge
seeking

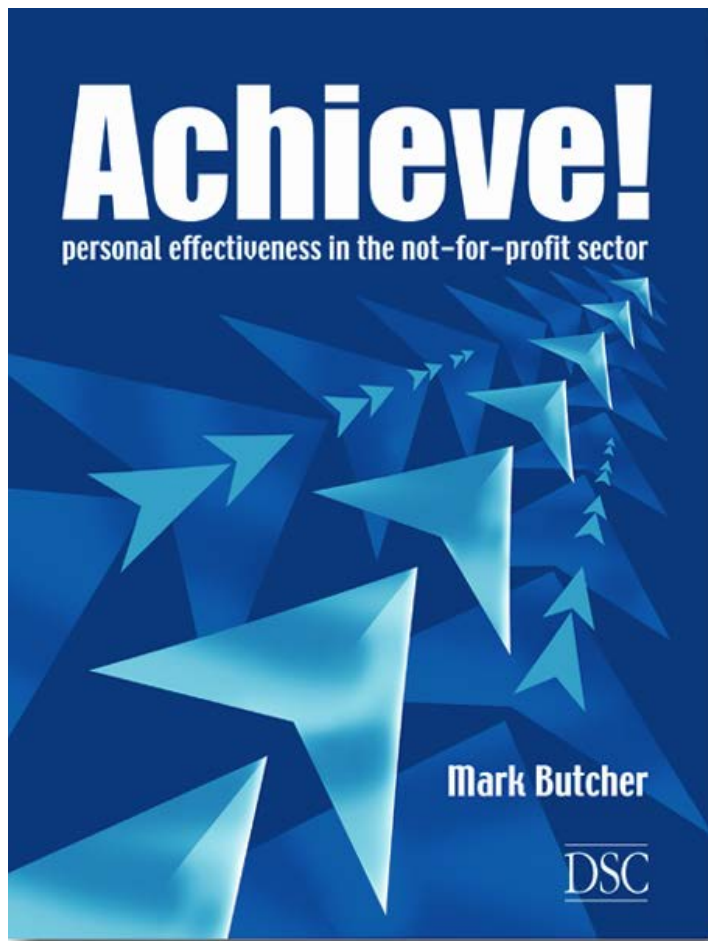


Clear Goals &
Priorities

Focus on action
not feelings

Mindful of
others

In control



Achieve!

is available from

www.dsc.org.uk

In order to ACHIEVE more I will

- **STOP**
- **KEEP**
- **START**

**IF YOU ALWAYS DO , WHAT YOU ALWAYS DID,
... YOU WILL ALWAYS GET, WHAT YOU ALWAYS GOT**

Thank you for choosing DSC

Cathy Shimmin

Senior Training Consultant

Directory of Social Change

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