

YOU CAN'T GO BACK TO YESTERDAY

Deadlines! I love 'em.



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

Douglas Adams



Welcome

NAME and JOB ROLE

**If I was at my best what
would I ACHIEVE?**

(More? Better? Different?)



Working Together

- 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 Question

What do these two terms mean to you?

- Efficient
- Effective



Definitions

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



Personal Effectiveness

Managing Time is about...

- Goals
- Awareness and Planning
- Developing positive habits
- **Focus on High “Pay Off” activities**



Managing Time Effectively is about...

- Goals and HPA's (high payoff activities)
- Awareness and Planning
- Developing positive habits

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

- Overly complex prioritising systems
- Being a 'Super Human Being'
- This way or the highway

What's the problem?



Poor or unclear Job Description



What Am I For?

- Fundamental
- Outcome
- Requirement

Outcomes attached to my post are....

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





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 INEFFECTIVE	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

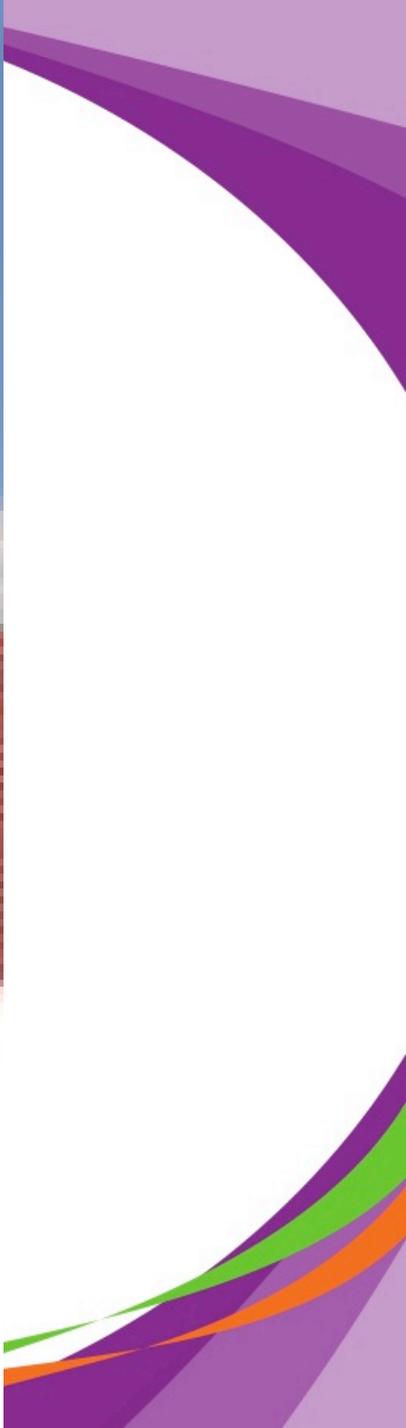
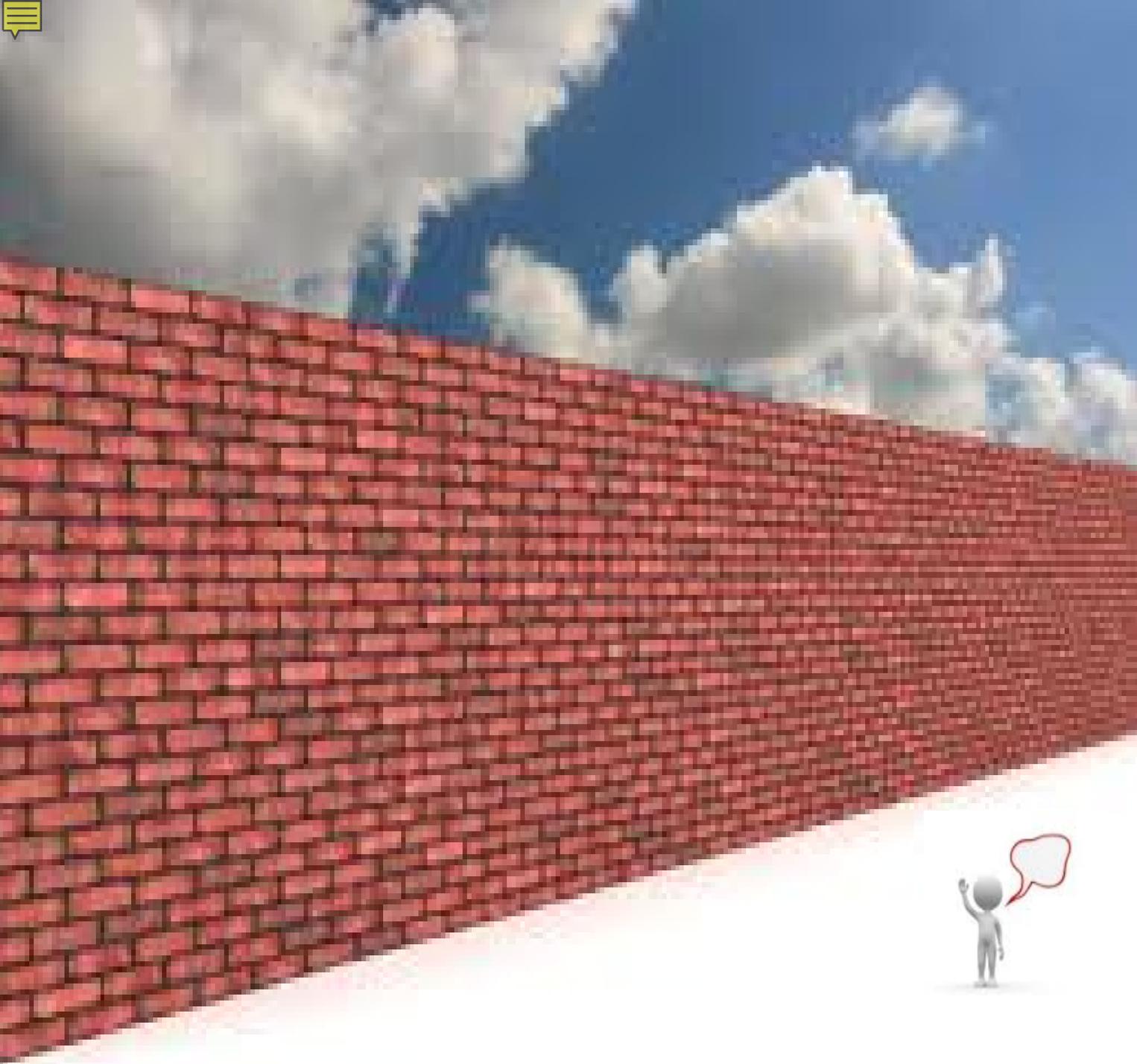
Time Management Quadrant

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





AMBITIOUS GOALS

dsc

directory of social change

ALL
MY
BEST
IDEAS
TO
INSPIRE
OUTSTANDING
UNLIMITED
SUCCESS

TIMESTEALERS

Interruptions

A judgement call – not an obligation

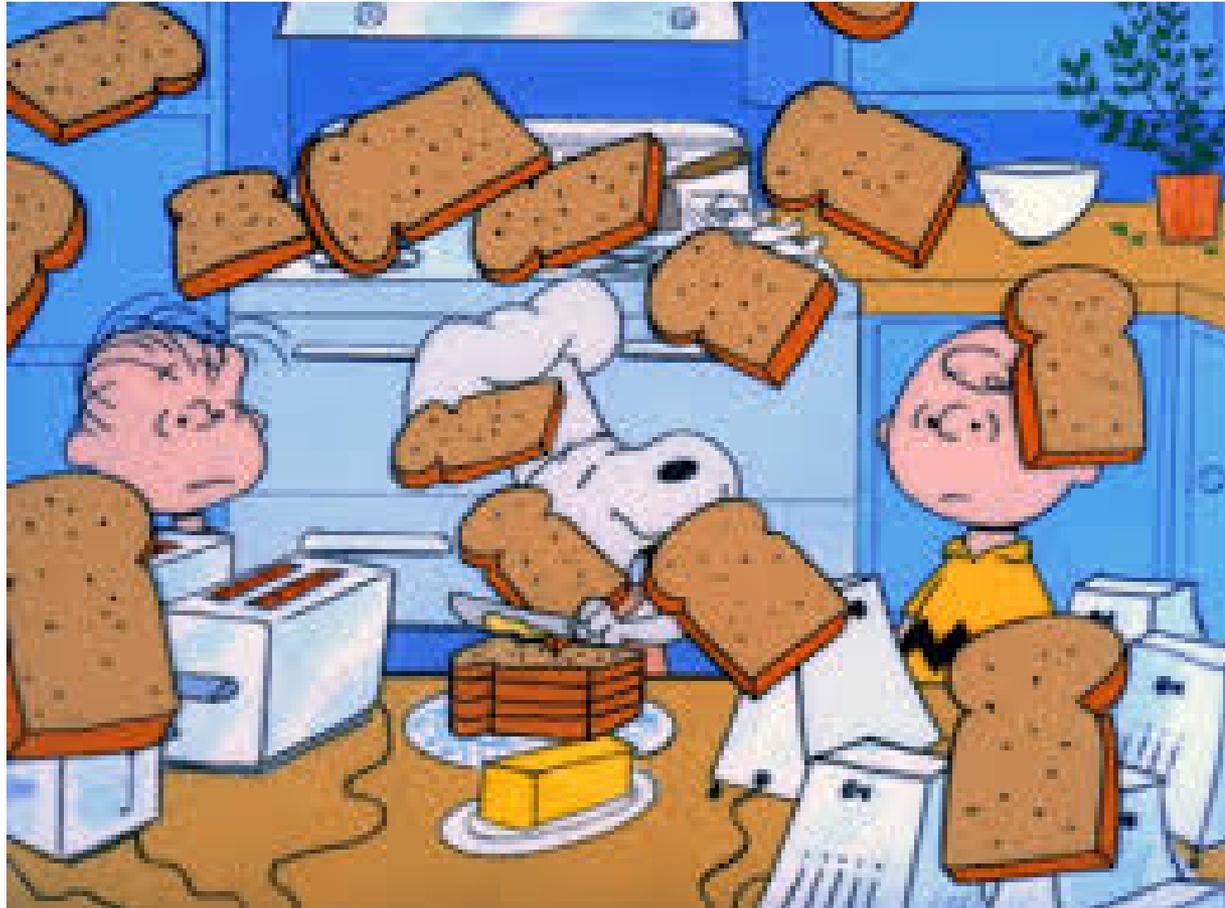
- YES,
- NO,
- LATER....





MEETINGS - A PRACTICAL ALTERNATIVE TO WORK.

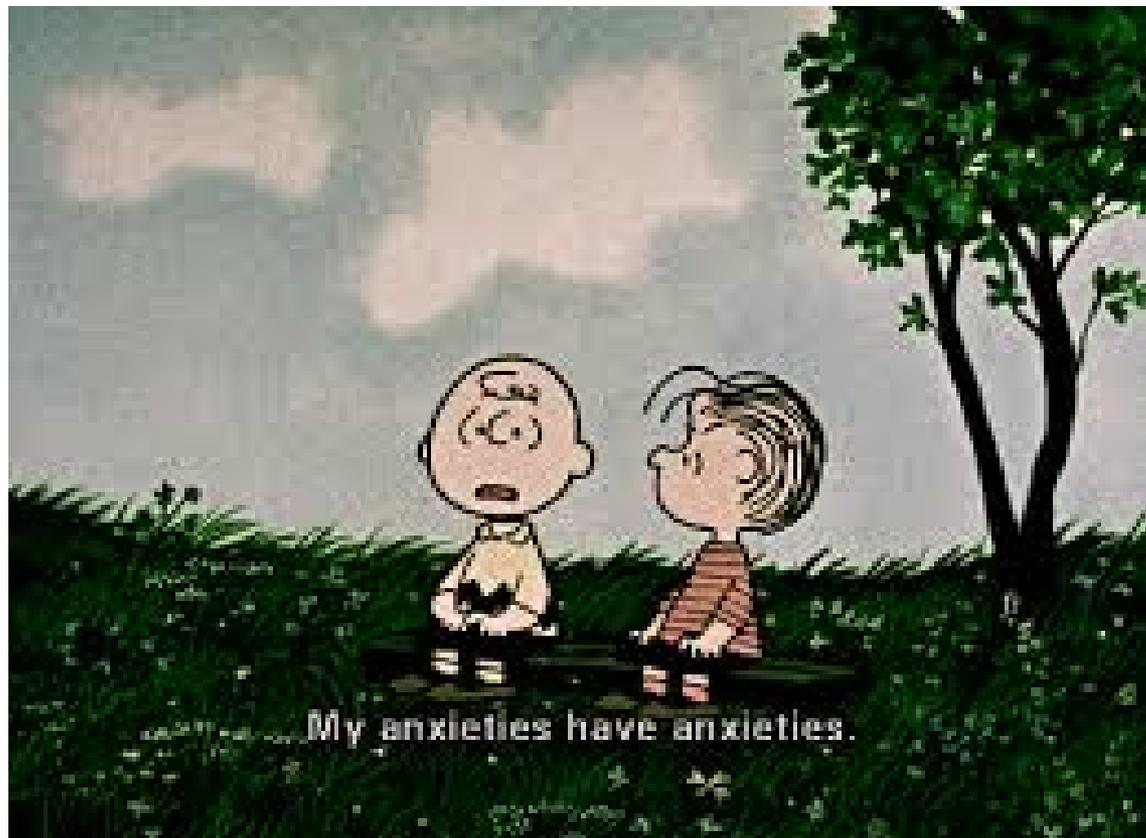
What's the problem?



Personal Disorganisation



What's the problem?



Additional work or life issues



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					

What's the problem?

Procrastination



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

Mark Twain

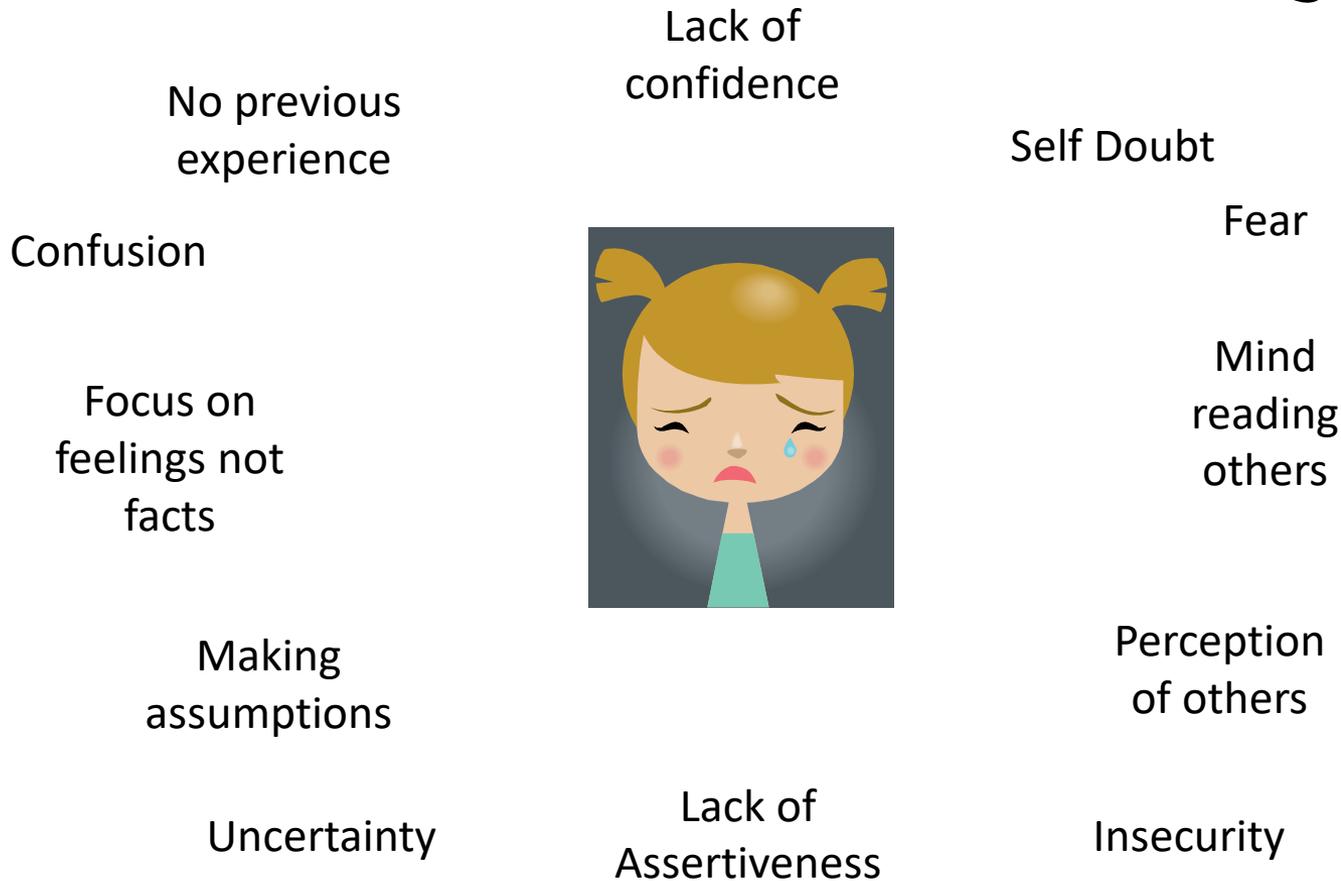
Procrastinators say...

- I have to..
- I must finish..
- This is so big..
- I/It must be perfect..
- I don't have time to..

Producers say..

- I choose to..
- When can I start..
- I take one small step..
- I can be human..
- I will organise/plan time..

What's in our way



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

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





Improving Personal Effectiveness

- To be able to achieve more
- To be more in control
- To reduce pressure
- To have more energy
- Better work life balance
- To feel better about ourselves



Work

Relationships

Family

**Leisure/Fitness
/Health**

Friends

Hobbies

**Personal
Growth**

Alone Time

Values



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

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