

Keeping It Real:

*Practical Tips and Tools for Organizing
Your Work and Time*

UCSC Winter Advising Forum

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March 11, 2010



Precious Time

“Not one single moment of life can be regained for millions of gold coins. Therefore, what greater loss is there than time spent fruitlessly?”

-Chanakya Pandita (350-275 BC) India



Workshop Overview & Goals

- Understand Your Personal Relationship to Time
- Develop Realistic Big Picture Goals & Strategies for Meeting Them
- Identify practical tips and tools to empower you to organize your time effectively
- Explore real-life time management challenges and successful solutions
- Enjoy our time together






Julia Morgenstern
Primary information source
www.JULIAMORGENSTERN.COM

- Space and Time Organizational Expert
- Time management from the inside out
- Starts with you!



Understanding Your Personal Relationship to Time

Small Group Diagnostic

-  What is working?
-  What is NOT working? (technical, external realities, psychological obstacles)
-  What are your time preferences?



Developing Big Picture Goals

- Select activities to help you meet those goals
- Focus on daily tasks that feed into your goals
- Important! Write down 1 or 2 big picture goals for each key category



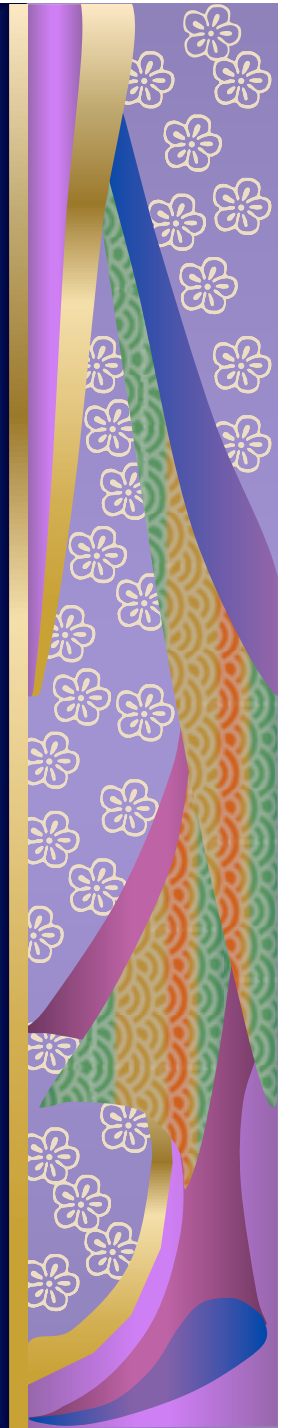
Practical Tools: Adopt a Planning System that Works for You

Visual/Tactile

- Wall Calendar
- Desk Calendar
- Franklin Planner
- At-A-Glance

Linear/Digital

- PDA
- Computer systems
- Cell Phone
- CruzTime



Practical Tools for Organizing Your Time

Develop a Time Map

- Visual diagram of daily, weekly, monthly activities
- Powerful tool to be proactive in responding to ongoing time demands
- Important to identify Time activity zones



Sample Time Map

Time	Mon	Tue	Wed	Thursday	Friday	Saturday	Sunday
Wake Up	Wake Up	Wake Up	Wake-Up	Wake-Up	Wake-Up	Wake-up	Wake-Up
5:30 AM – 7:30 AM	Exercise/ Plan Day	Exercise/ Plan Day	Exercise/ Plan Day	Exercise/ Plan Day	Exercise/ Plan Day	Groceries	
8:00 AM – 10:00 AM	Writing/Desk Time	TB Meeting	TB Meeting	Staff Meeting (Bi-wkly)	Writing/Desk Time	Exercise	Exercise/Meditate
10:00 AM- Noon		TB Meetings (2)	TB Meeting			Hair (3 rd)	SABBATH
Noon to 1:00 PM	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH Curriculum committee (1)		SABBATH
1:00 pm – 3:00 pm							SABBATH
3:00 PM – 6:00 PM							SABBATH
6:00 PM – 10:30 PM	Soulful Ceremonies	5:30 Soul Aerobics	Social Soulful Ceremonies	7:00 PM Choir			Prep for upcoming week
Sleep	sleep	Sleep	Sleep	Sleep	Sleep	Sleep	Sleep



Successful Time Map Check List

- My Time Map reflects my big-picture goals
- My Time Map includes time for all the categories I want in my life.
- I am able to concentrate on my chosen activity (during family time, I can concentrate on my family, work on work, etc.).
- I am doing activities at the right times for me.
- My schedule makes me feel balanced and energized.



Plan Your Work! Work Your Plan!

Applying the “SPACE” Formula:

- **S**ort potential tasks by category
- **P**urge whatever tasks you can
- **A**ssign a Home to tasks you have decided to do
- **C**ontainize tasks to keep them within allotted time
- **E**qualize-refine, maintain, and adapt your schedule



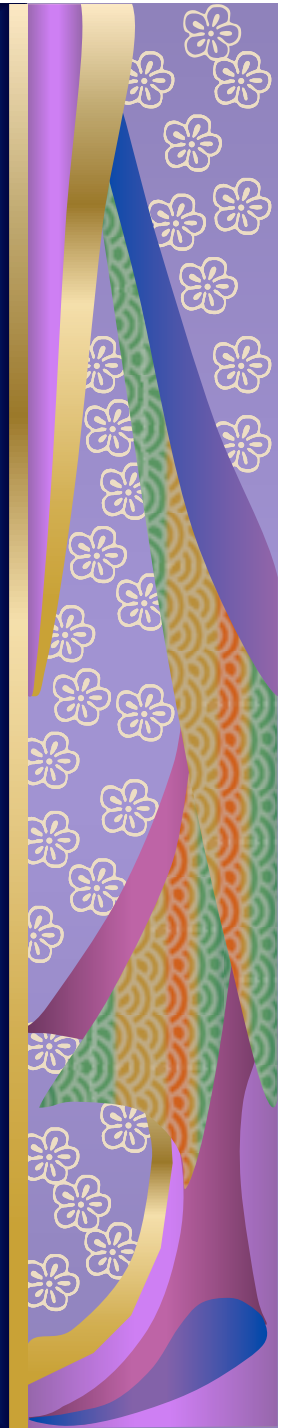
SORT

Ask yourself:

-  Does this task fit in with my chosen activities?
-  How long will it take for me to complete this task?

Estimate and Calculate time needed

-  Don't forget the hidden time grabbers (set-up, clean up, revision, stewing time, clean-up, wind-down)



PURGE: 3 Options

- Delete Tasks
- Create shortcuts to do tasks more quickly/efficiently
- Delegate Tasks



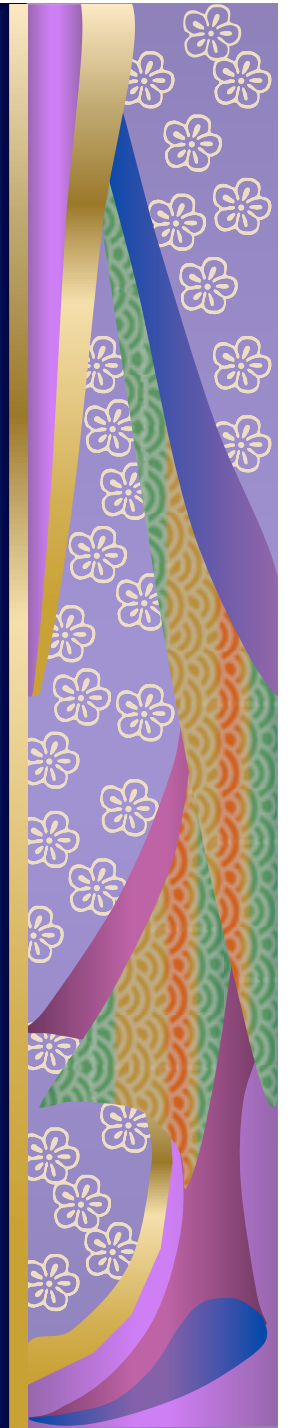
Assign a Home: Every task should have an activity zone

- By Urgency
- By Duration of Task
- By Energy or Interest Level
- By Geography
- Experiment, adjust, trade-off



Containerize:

- Communicate proactively and positively
- Minimize interruptions
- Conquer procrastination and chronic lateness
- Overcome perfectionism
- Invest some time in learning new tools



Communicate

- Proactively and positively
- Practice setting boundaries with potential “time-stealers”
- Good communication can assist in navigating the power dynamic in relation to time management



Equalize

- Time Management is an ongoing process that requires monitoring and adjustments to ensure that it is meeting your needs
- Daily, monthly, quarterly adjustments will be required
- Forgive your failures
- Celebrate your successes



Applying the Tools

- Spend 10-15 minutes reflecting on your personal challenges and goals in relationship to time management.
- Share challenges and work in small groups to explore “case studies”



Scenario 1

You are responsible for a time sensitive data report due to another unit on campus.

You are 95% done with the project and plan to do a final review in the morning before you send it on my noon.

You do NOT plan for getting food poisoning from a bad meal and being physically unable to leave home. Given the circumstances, what is your approach to meeting this deadline?



Scenario 2

During the course of the quarter, you have noticed a sharp increase in the number of student appointments and requests for assistance.

During this same time, your supervisor has asked that everyone document their work and complete quarterly activity reports. This is a workload issue that you wish to raise with both your colleagues and your supervisor.

What is your approach?



Scenario 3

You are co-lead on a major project and have an important deadline approaching at the end of the week. In preparation, you've organized your tasks for the week to create large blocks of uninterrupted time.

On Monday afternoon, as you are about to dive into your first time block, your supervisor's supervisor "delegates" a high-priority task to you that **MUST** be completed by Thursday.

How do you manage this additional responsibility?



Scenario 4

People find you very approachable and as a result, colleagues often seek you out for your opinion and to “vent”. One colleague in particular finds you an invaluable “sounding board” and increasingly seeks you out for “input.”

You like being helpful but this person can be loquacious and is taking time from your ability to complete your priority work. What is your approach to resolving the situation and still maintaining harmony?



Closing Thoughts

“Our visions begin with our desires.” –Audre Lord

“ The challenge is in the moment, the time is always now.”
--James Baldwin

“It isn't a calamity to die with dreams unfulfilled, it is a calamity not to dream” --Benjamin Mays

“Go within everyday and find the inner strength so that the world will not blow your candle out.”
–Katherine Dunham



Thank You

- Hope you feel like you learned some practical tools
- Hope you feel inspired to adopt/try some of the tools and tips
- Questions, comments, copy of presentation, please email:
adrienne@soe.ucsc.edu

