



ARRESTING THE TIME ROBBERS IN YOUR LIFE

A Single 60-minute Webinar

A Thief in the Night – or Day! Time Robbers by Any Other Name...

Which of the following items **rob you of your time** on a typical day?

- _____ Personal visitors
- _____ Phone calls – including cell phone/text messaging
- _____ Chitchat
- _____ Meetings
- _____ Obligations you shouldn't have taken on
- _____ Disorganized work area
- _____ Putting out fires
- _____ Lack of planning
- _____ Social networking
- _____ Procrastination
- _____ Email including IM
- _____ Surfing
- _____ Trying to remember things
- _____ Carelessness
- _____ Failure to listen
- _____ _____

NOT NOW ~ I DON'T HAVE TIME ~ THE PLIGHT OF THE PROCRASTINATOR

1) Why do we procrastinate?

2) When might procrastinating be a good thing?

3) Why is procrastination a big deal?

- a) _____time
- b) _____opportunities
- c) _____performance
- d) increased_____
- e) _____energy

4) How can you tell when you are procrastinating?

5) How can we overcome procrastination? Recognize it, understand why we do it, then:

- a) _____ to overcome it
- b) use your _____
- c) work _____ in your calendar
- d) be _____
- e) eat the _____!

<http://play.simpletruths.com/movie/eat-that-frog/store>

- f) reward _____
- g) be aware of _____ consequences
- 6) Realize that _____ is not necessarily procrastination.

DON'T INTERRUPT ME!

- 7) Consider whether you are using the interruption as an _____ to stop what you are doing.
- 8) Interruptions are inevitable, but you CAN deal with them. Which tips will you use?

IN PERSON:

- _____ Ask at the beginning why someone has come to see you.
- _____ Stand when they enter the room.
- _____ Suggest a later meeting and give time limits.
- _____ Suggest a meeting in their office.
- _____ Avoid, or at least limit, chitchat.
- _____ Get up and leave!
- _____ Make sure your chairs aren't too comfortable.
- _____ Check your watch or the wall clock.

ON THE PHONE:

- _____ Stand during the phone call.
- _____ Have an agenda when you make a call.
- _____ Don't prop your feet up or get "real comfortable."
- _____ Have something in front of you that needs to be done.
- _____ Always have a pen and paper ready.
- _____ Make an appointment to return calls when possible.

COMMENTS/ACTIONS YOU CAN USE ON THE PHONE OR IN PERSON:

- _____ "I'm in the middle of something right now – can I get back to you at ...?"

_____ Begin with “I have about 5 minutes before I....”

_____ In the middle of a conversation that has gotten off track: “You were saying....”
or “Now what was that you mentioned about...”

EMAIL:

_____ Turn off the incoming-mail alert. YIKES!!!

_____ Schedule specific times to deal with your email.

_____ Keep your email files uncluttered.

HELP FOR MARATHON MEETING MADNESS

_____ Decide if there really needs to be a meeting; could this be handled by email, memo, one-on-one, a phone call? Items that require interaction are the most likely candidates for meetings:

- *items that need input for decisions to be made
- *interactive training information
- *policies and procedures that need in-depth explanation
- *brainstorming new ideas
- *updating progress on a project
- *updating employees for “rumor control”

_____ Attend the meetings you really need to attend.

_____ Invite only those people who really need to be there.

_____ Distribute an agenda before the meeting, noting topics to be covered and time allotted to each, so people can be prepared.

_____ Know the goal/objective for the meeting before it starts – and how you’ll know you achieved the objective.

_____ Start and end on time. PERIOD.

_____ Have one person make sure you are addressing the issues on the agenda and not getting off track.

_____ Assign a timekeeper.

_____ Assign someone to take notes as to what is being discussed, what is to be done, by whom and by what date.

_____ Deal with the most important issue first.

_____ Establish rules if necessary. For example:

- *no sideline conversations
- *only one person speaks at a time

- *if someone has a concern about what is being discussed, it needs to be brought up at the meeting, not after the meeting
- *work on one issue at a time
- *brainstorm first, analyze later
- *decide how a decision will be made if participants don't agree on a particular item

_____ Keep everyone involved so they are invested in the outcomes. Ask for input from less senior people first so they aren't intimidated by others.

_____ Allow time for discussion or a Q & A period if appropriate.

_____ If one is needed, at the end of the meeting, schedule the follow-up meeting.

_____ After the meeting, send a memo summarizing who attended, major points and ideas, decisions reached.

_____ Recap who, what, by when. Include the date and time for the follow-up meeting.

What is one area I will look at differently after today?

- *Procrastination?*
- *Interruptions?*
- *Meetings?*

What will I do differently? _____

THANKS, BUT NO THANKS!

1. Learn how to say "no" to things you aren't good at. Ask yourself – and others, "Am I the right person for this job?" _____
2. If you say yes to something new, decide what you are willing to ***give up*** to allow for the new task/project/activity. _____
3. When someone gives you an estimate of how long the requested job will take, double the estimate before deciding if you have time. _____

What might you consider saying "no" to?

And the **WILL** question: what ***WILL I do differently?***
