Download the slides!

Managing Your Time and Commitments

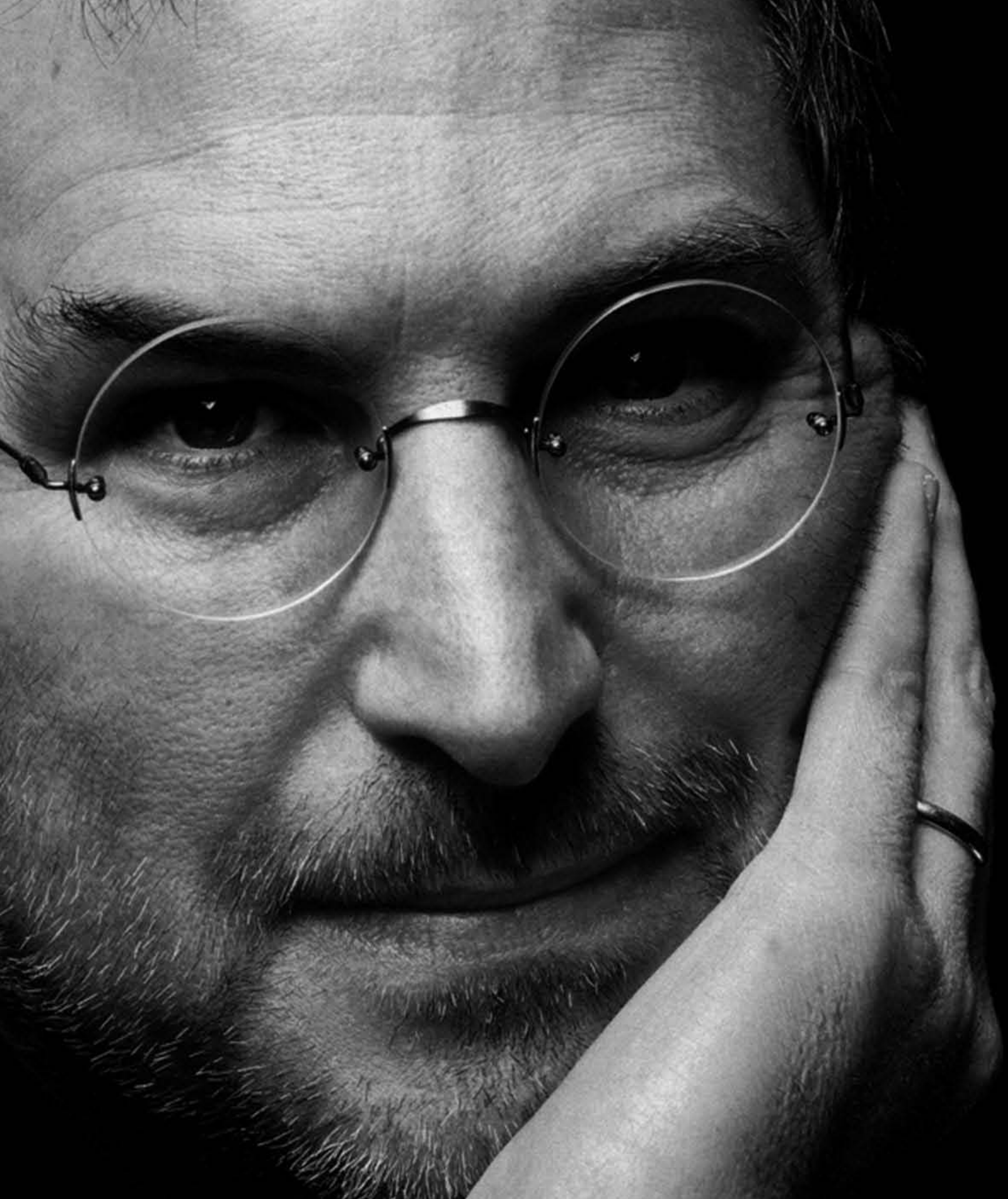
Andy Kaufman, PMP

Time Management = _________ Management

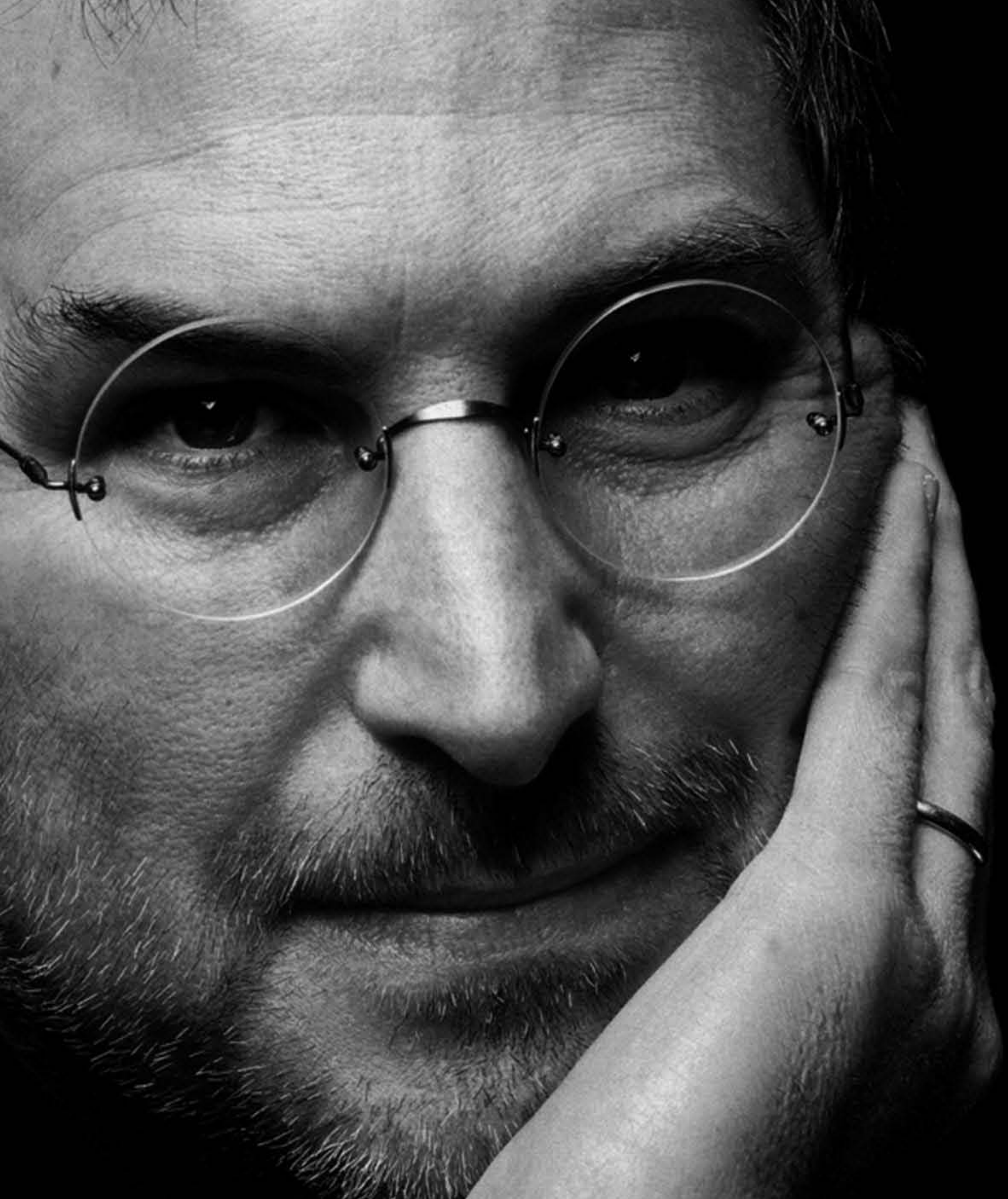
- Energy
- Attention
- Priority
- Goal
- Project

When I was 17, I read a quote that went something like: "If you live each day as if it was your last, someday you'll most certainly be right."

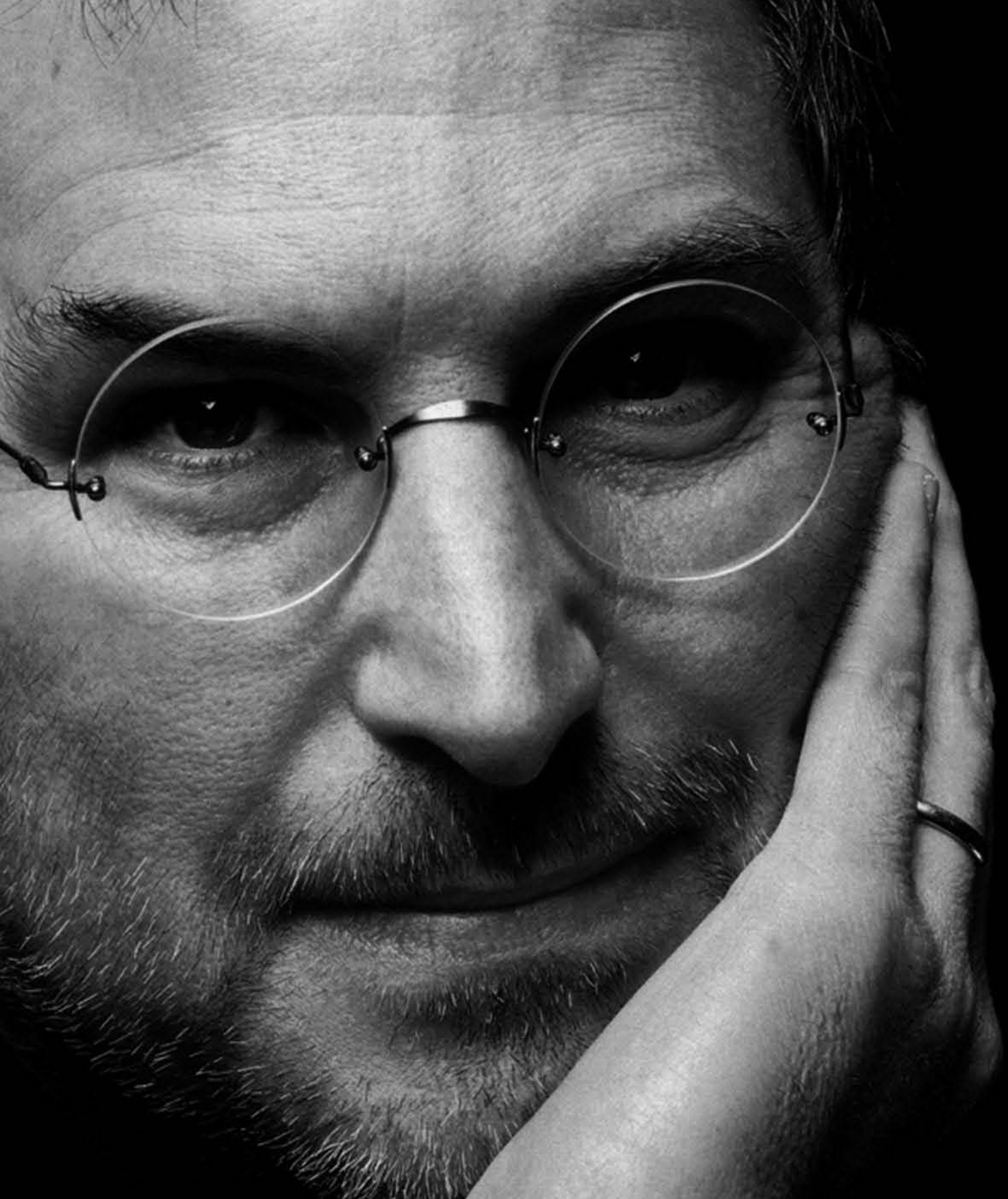
Stanford University
commencement address by
Steve Jobs, June 2005.



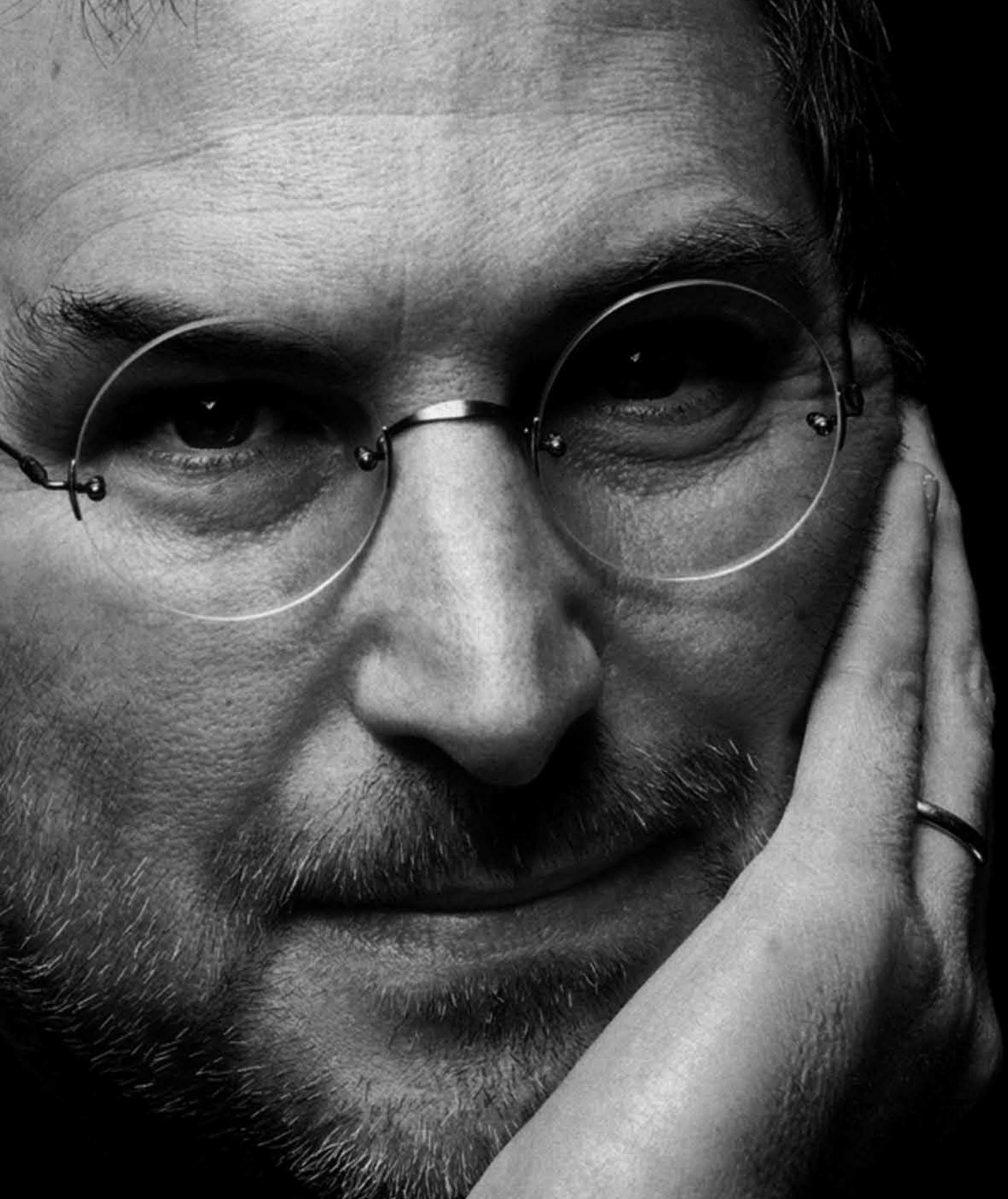
It made an impression on me, and since then, for the past 33 years, I have looked in the mirror every morning and asked myself: "If today were the last day of my life, would I want to do what I am about to do today?"



And whenever the answer has been "No" for too many days in a row, I know I need to change something.

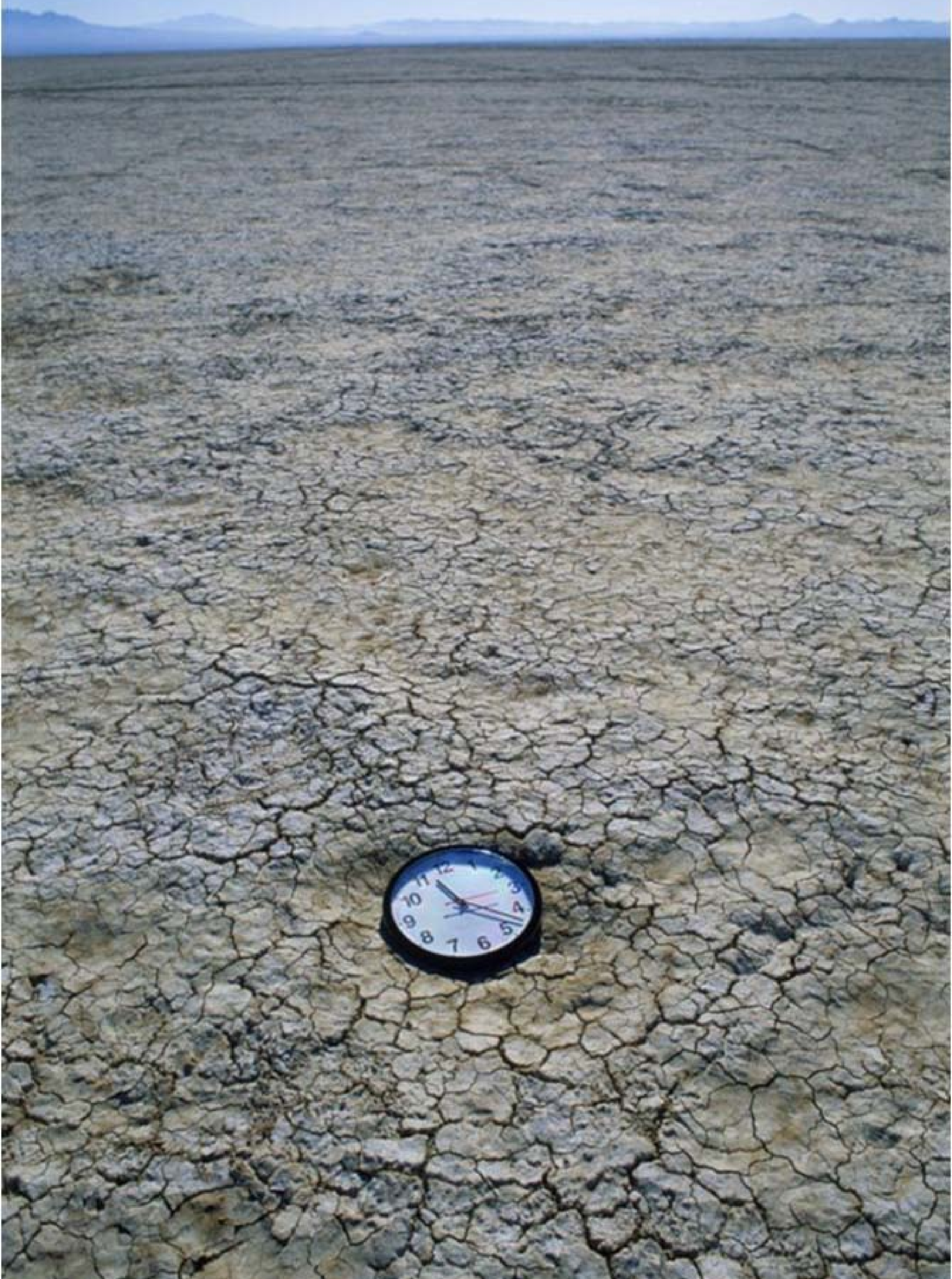


Remembering that I'll be dead soon is the most important tool I've ever encountered to help me make the big choices in life.



Because almost everything -- all external expectations, all pride, all fear of embarrassment or failure -- these things just fall away in the face of death, leaving only what is truly important.

http://news.stanford.edu/news/2005/june15/jobs-061505.html

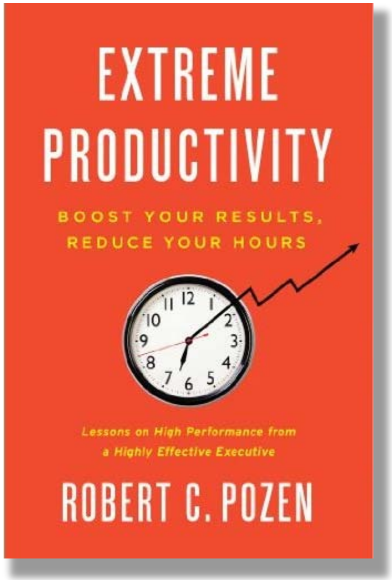


How do *you* define success with time management?

People and Projects Podcast

On the web at http://www.PeopleAndProjectsPodcast.com
or on iTunes at http://bit.ly/ppcast

“The quantity and quality of your results in achieving your own objectives.”


EXTREME PRODUCTIVITY
BOOST YOUR RESULTS, REDUCE YOUR HOURS
Lessons on High Performance from a Highly Effective Executive
ROBERT C. POZEN

Listen to the interview!

Working on and completing the most important priorities in your life.

suc·cess·ful
succeed-, var.
2. having

What makes it difficult to *work on and complete the most important priorities in your life*?

Habits and C

“The choices we make today determine the kind of life we lead tomorrow.”

Vision

- **More than just work & life**
  - ✓Family
  - ✓Physical
  - ✓Learning
  - ✓Career
  - ✓Spiritual
  - ✓Etc.

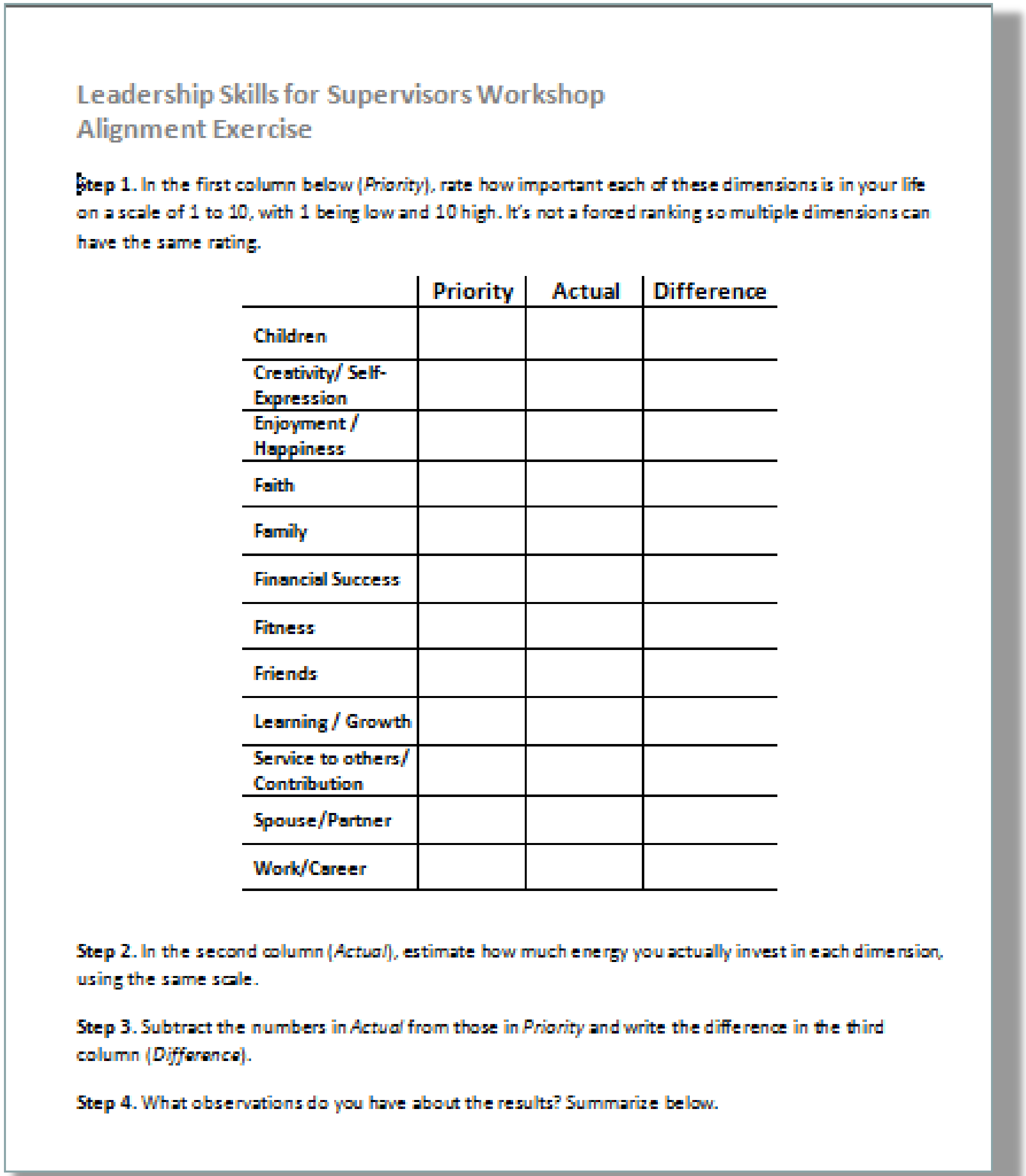
Vision

- **Consider multiple horizons**
  - ✓ What do I want true by the end of my life?
  - ✓ By the end of this year?
  - ✓ What are the few most important things that must be done this week?
  - ✓ What will leave me feeling productive and successful at the end of the day?

Vision

- **Get it in writing**
  - ✓The more specific, the more executable
  - ✓Increases accountability

Alignment Exercise



Leadership Skills for Supervisors Workshop
Alignment Exercise

Step 1. In the first column below (*Priority*), rate how important each of these dimensions is in your life on a scale of 1 to 10, with 1 being low and 10 high. It's not a forced ranking so multiple dimensions can have the same rating.

	Priority	Actual	Difference
Children			
Creativity/ Self-Expression			
Enjoyment / Happiness			
Faith			
Family			
Financial Success			
Fitness			
Friends			
Learning / Growth			
Service to others/ Contribution			
Spouse/Partner			
Work/Career			

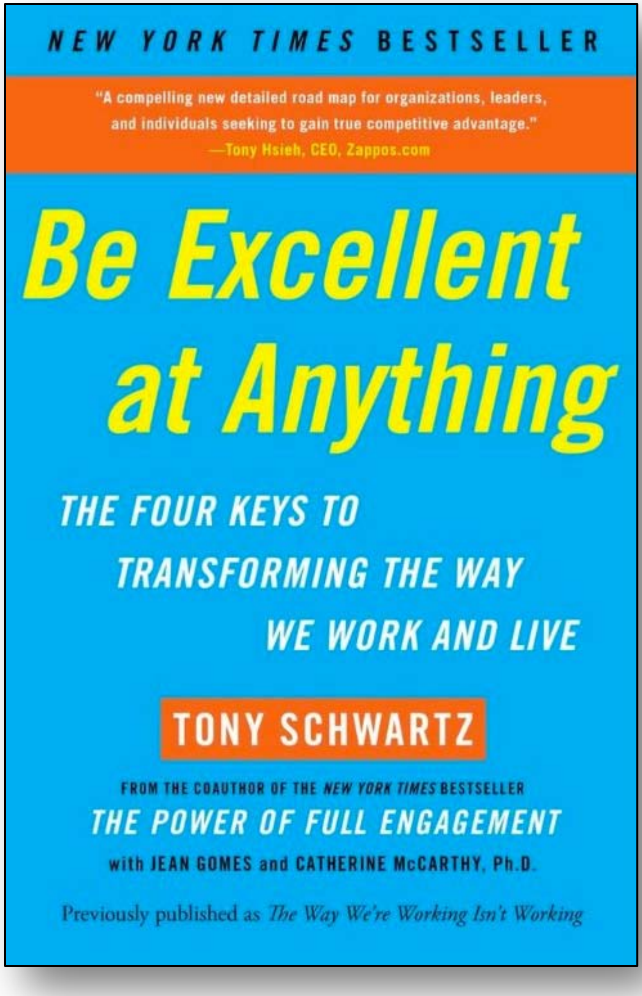
Step 2. In the second column (*Actual*), estimate how much energy you actually invest in each dimension, using the same scale.

Step 3. Subtract the numbers in *Actual* from those in *Priority* and write the difference in the third column (*Difference*).

Step 4. What observations do you have about the results? Summarize below.

Be Excellent at Anything

Tony Schwartz



NEW YORK TIMES BESTSELLER

"A compelling new detailed road map for organizations, leaders, and individuals seeking to gain true competitive advantage."
—Tony Hsieh, CEO, Zappos.com

Be Excellent at Anything

THE FOUR KEYS TO TRANSFORMING THE WAY WE WORK AND LIVE

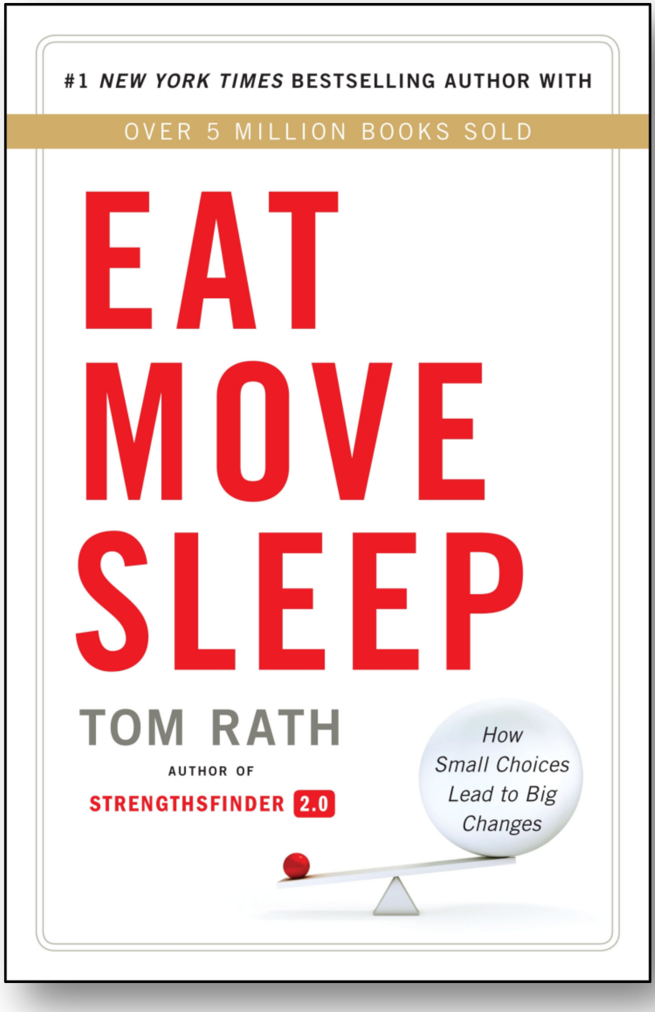
TONY SCHWARTZ

FROM THE COAUTHOR OF THE *NEW YORK TIMES* BESTSELLER
THE POWER OF FULL ENGAGEMENT
with JEAN GOMES and CATHERINE McCARTHY, Ph.D.

Previously published as *The Way We're Working Isn't Working*

Eat Move Sleep

Tom Rath



#1 *NEW YORK TIMES* BESTSELLING AUTHOR WITH

OVER 5 MILLION BOOKS SOLD

EAT MOVE SLEEP

TOM RATH

AUTHOR OF
STRENGTHSFINDER 2.0

How Small Choices Lead to Big Changes

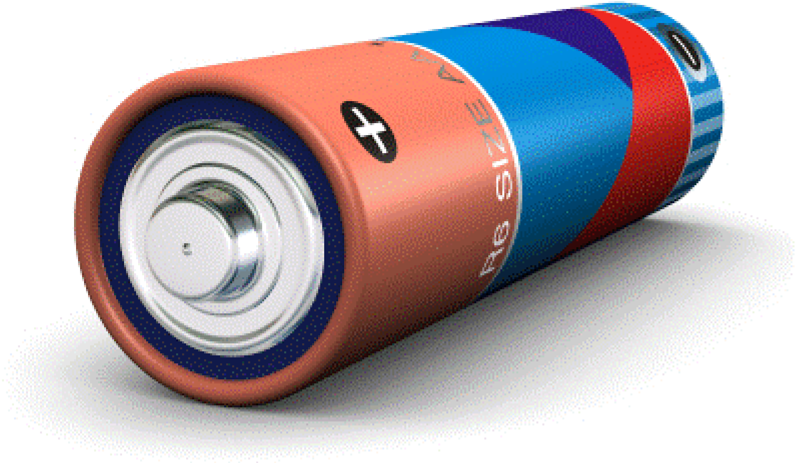
Energy

Tony Schwartz

"Our most fundamental need is to spend and renew energy. We breath in, and we breathe out."

Energy

We must spend and renew



Sleep

How many hours of sleep would you say you get, on average?

Sleep

University of Chicago study

What people said: 7.5 hours

Actual: 6.1 hours

U.S. Average: 6.5 hours

Sleep

"Like a drunk, a person who is sleep-deprived has no idea how functionally impaired he or she truly is. ***Most of us have forgotten what it really feels like to be awake.***"

Sleep researcher Charles Czeisler
Harvard Medical School

Sleep

- **Most people** need between **7 and 9** hours
- **Benefits**
  - ✓ Improves brain function
  - ✓ Reduces likelihood of diseases
  - ✓ Helps maintain weight
  - ✓ Reduces accidents

Pulsing

Find a way to take a break of some sort at least every 90 minutes

Exercise

- **How Much We Move Matters**
  - ✓ Strength
  - ✓ Balance
  - ✓ How we look
  - ✓ How we feel
  - ✓ How we think
  - ✓ How we function

Exercise

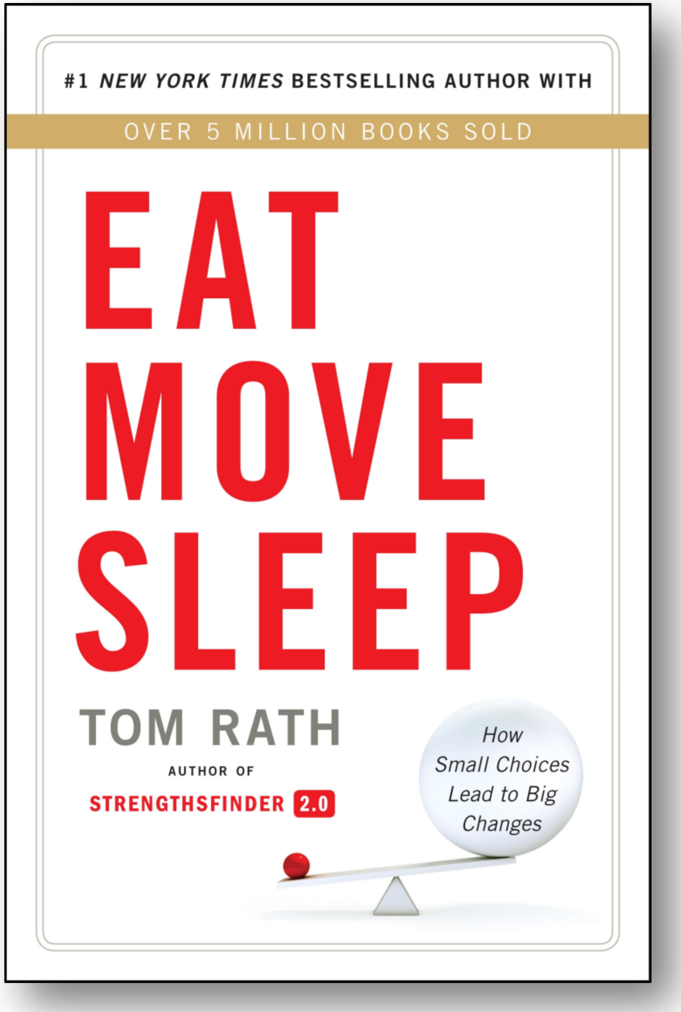
- **Regular exercisers**
  - ✓ Reduce likelihood of Alzheimer’s
  - ✓ Vigorous exercise 30-45 minutes 3x a week can be as effective as anti-depressant drugs for depression
  - ✓ Including strength training is enormously beneficial

Eating

- **Rituals for Better Eating**
  - ✓ Eat breakfast
  - ✓ Smaller portions, more often
  - ✓ Pulse between *mildly hungry* and *full but still have room for a dessert*.
  - ✓ Keep an eye on Total Sugars and ratio of Carbs to Protein
  - ✓ Use *distance* and *convenience* to your favor.

Foundation of Your Performance

We're too willing to sacrifice ourselves physically…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TOM RATH
AUTHOR OF
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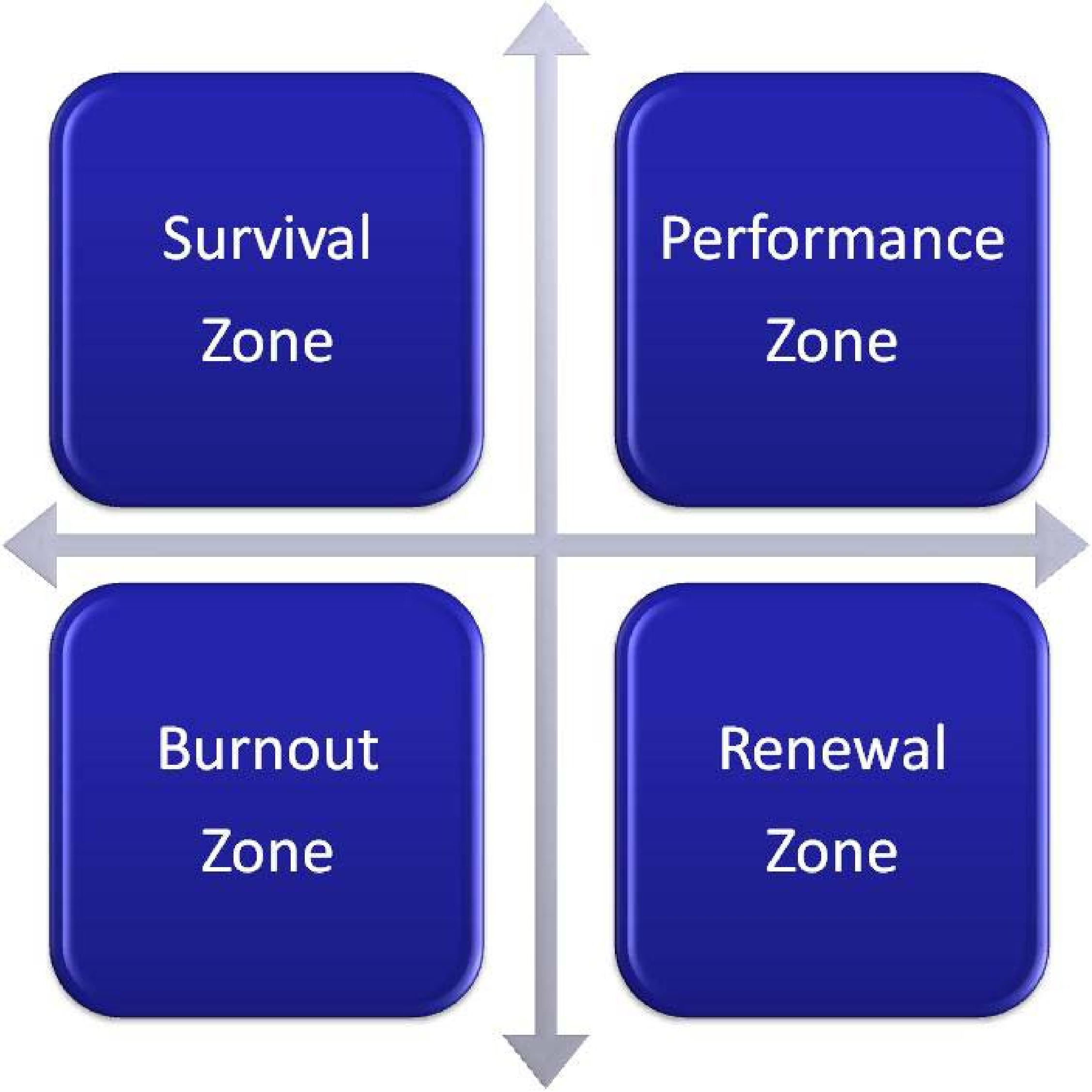
How Small Choices Lead to Big Changes

Emotional Quadrants



- Impatient
- Frustrated
- Defensive
- Anxious
- Angry

Survival Zone

Performance Zone

- Calm
- Optimistic
- Challenged
- Engaged
- Invigorated

- Exhausted
- Empty
- Depressed
- Sad
- Hopeless

Burnout Zone

Renewal Zone

- Carefree
- Peaceful
- Relieved
- Mellow
- Receptive

Source:
Be Excellent at Anything, by Tony Schwartz

Pulsing Between Performance and Renewal

- **Ideas**
  - ✓Taking breaks
  - ✓Rule of Triggers: “When you must, don’t!”
  - ✓Be careful about distorted thinking
  - ✓Foster a disposition of gratitude

Focus

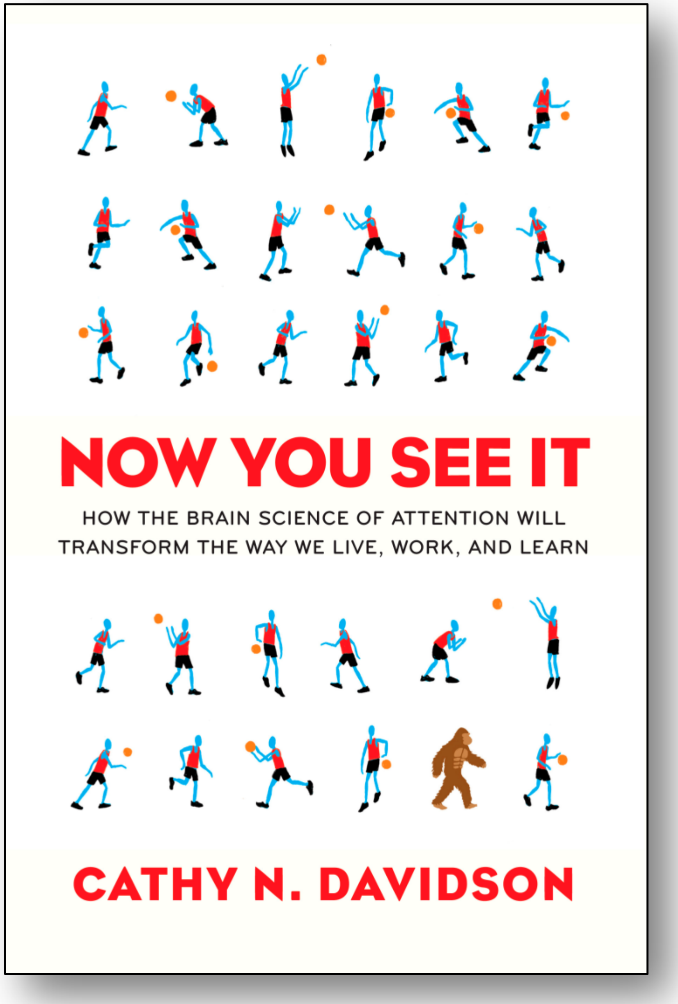
- It’s one thing to come up with a plan!
- It’s another to stick with it!

Key: We often need new habits or models

Now You See It

How the Brain Science of Attention Will Transform the Way We Live, Work, and Learn

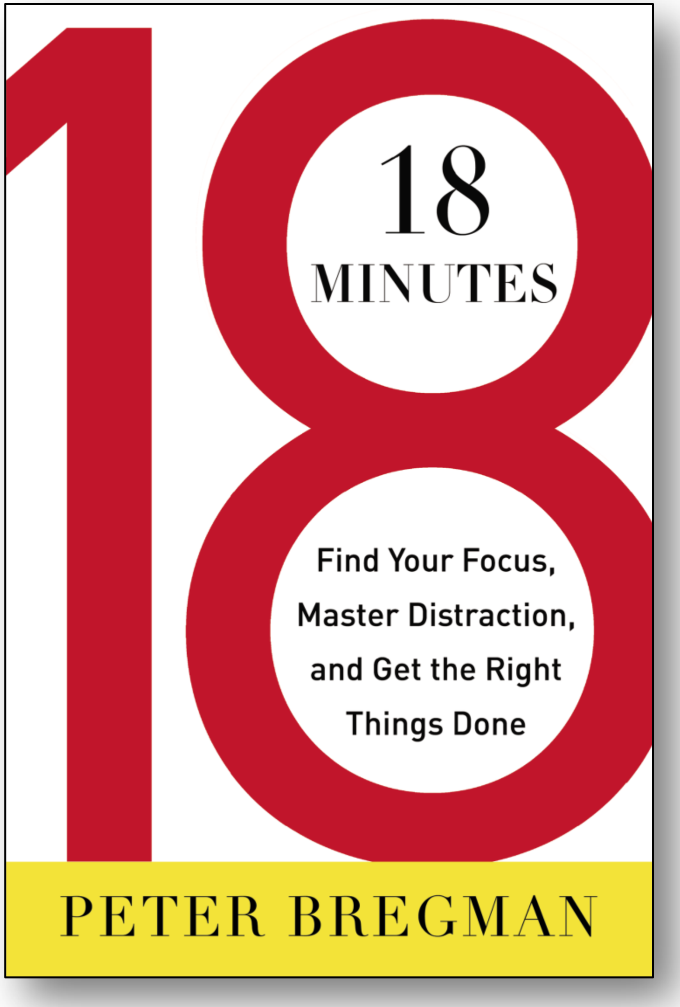
Cathy Davidson


NOW YOU SEE IT
HOW THE BRAIN SCIENCE OF ATTENTION WILL TRANSFORM THE WAY WE LIVE, WORK, AND LEARN
CATHY N. DAVIDSON

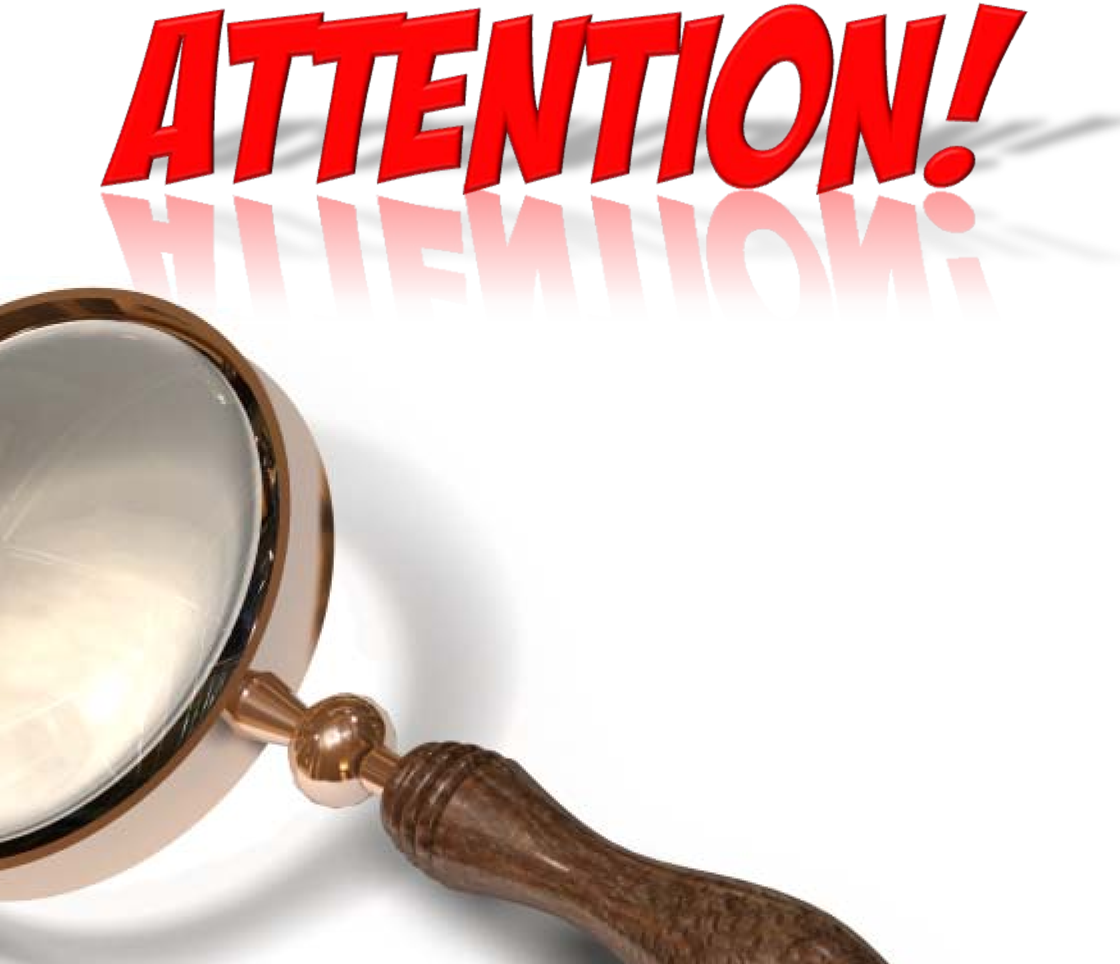
18 Minutes

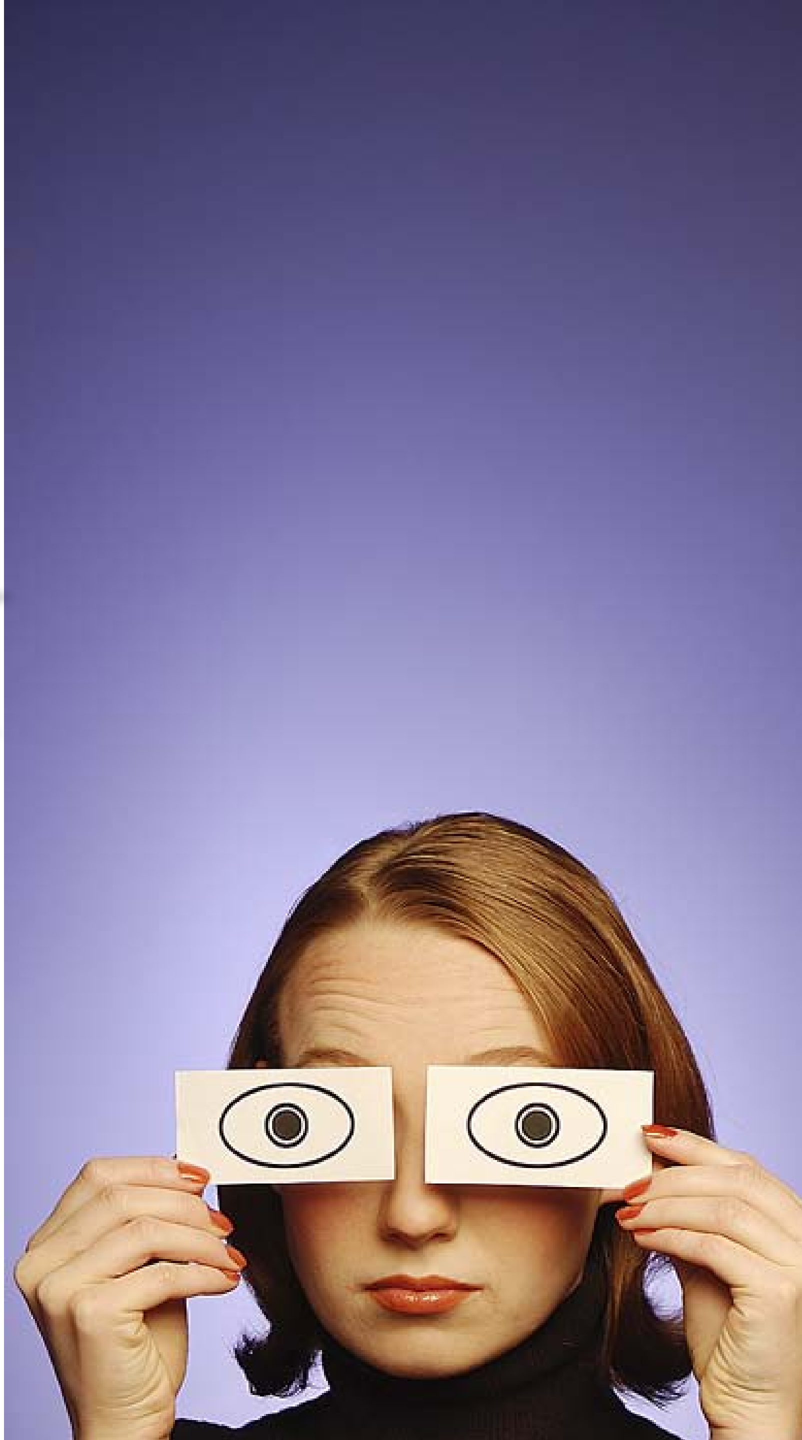
Find Your Focus, Master Distraction, and Get the Right Things Done

Peter Bregman


18
MINUTES
Find Your Focus, Master Distraction, and Get the Right Things Done
PETER BREGMAN

Scarcest Resource?





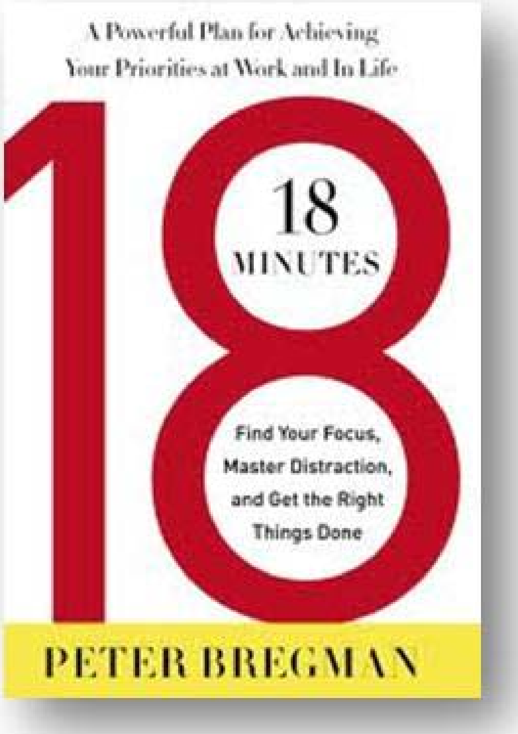
If you don’t take responsibility for your time, others are glad to do it for you!

Traditional Time Management

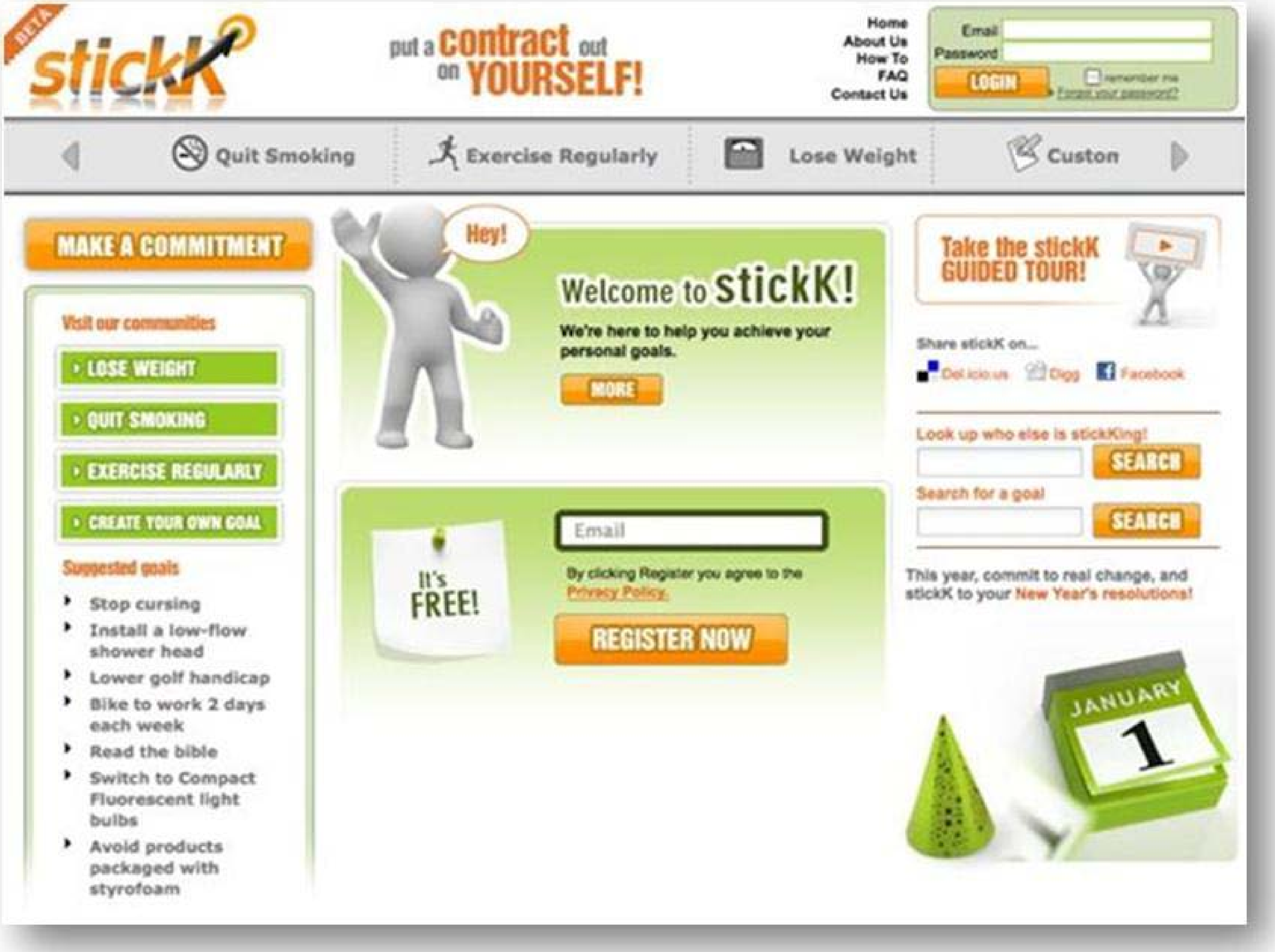
- Master to-do list
- Categorize as A’s, B’s, and C’s
  - ✓ Do your A’s first, then your B’s, then ….
- Carry over undone items to the next day

Peter Bregman *18 Minute Model*

- **Morning (5 minutes)**
  - ✓ Before you turn on the computer
  - ✓ Fill out 6 Box To-Do List based on annual priorities
- **Each hour (1 minute each hour)**
  - ✓ Have watch, phone, or computer ring hourly
  - ✓ At the beep, take a deep breath
  - ✓ "Am I doing what I most need to do right now?"
  - ✓ "Am I being who I most want to be right now?"
- **Evening (5 minutes)**
  - ✓ Review the day.
  - ✓ What did I learn? Who do I need to thank? Ask a question? Successes? Challenges?


A Powerful Plan for Achieving
Your Priorities at Work and In Life
18
18
MINUTES
Find Your Focus,
Master Distraction,
and Get the Right
Things Done
PETER BREGMAN

Stickk.com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How To
FAQ
Contact Us
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Password
LOGIN
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Forgot your password?
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Exercise Regularly
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Custon
MAKE A COMMITMENT
Visit our communities
LOSE WEIGHT
QUIT SMOKING
EXERCISE REGULARLY
CREATE YOUR OWN GOAL
Hey!
MORE
It's FREE!
Email
REGISTER NOW
Take the stickK GUIDED TOUR!
Share stickK on...
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Digg
Facebook
SEARCH
SEARCH
JANUARY
1

put a contract out on YOURSELF!

Welcome to stickK!

We're here to help you achieve your personal goals.

Suggested goals

- Stop cursing
- Install a low-flow shower head
- Lower golf handicap
- Bike to work 2 days each week
- Read the bible
- Switch to Compact Fluorescent light bulbs
- Avoid products packaged with styrofoam

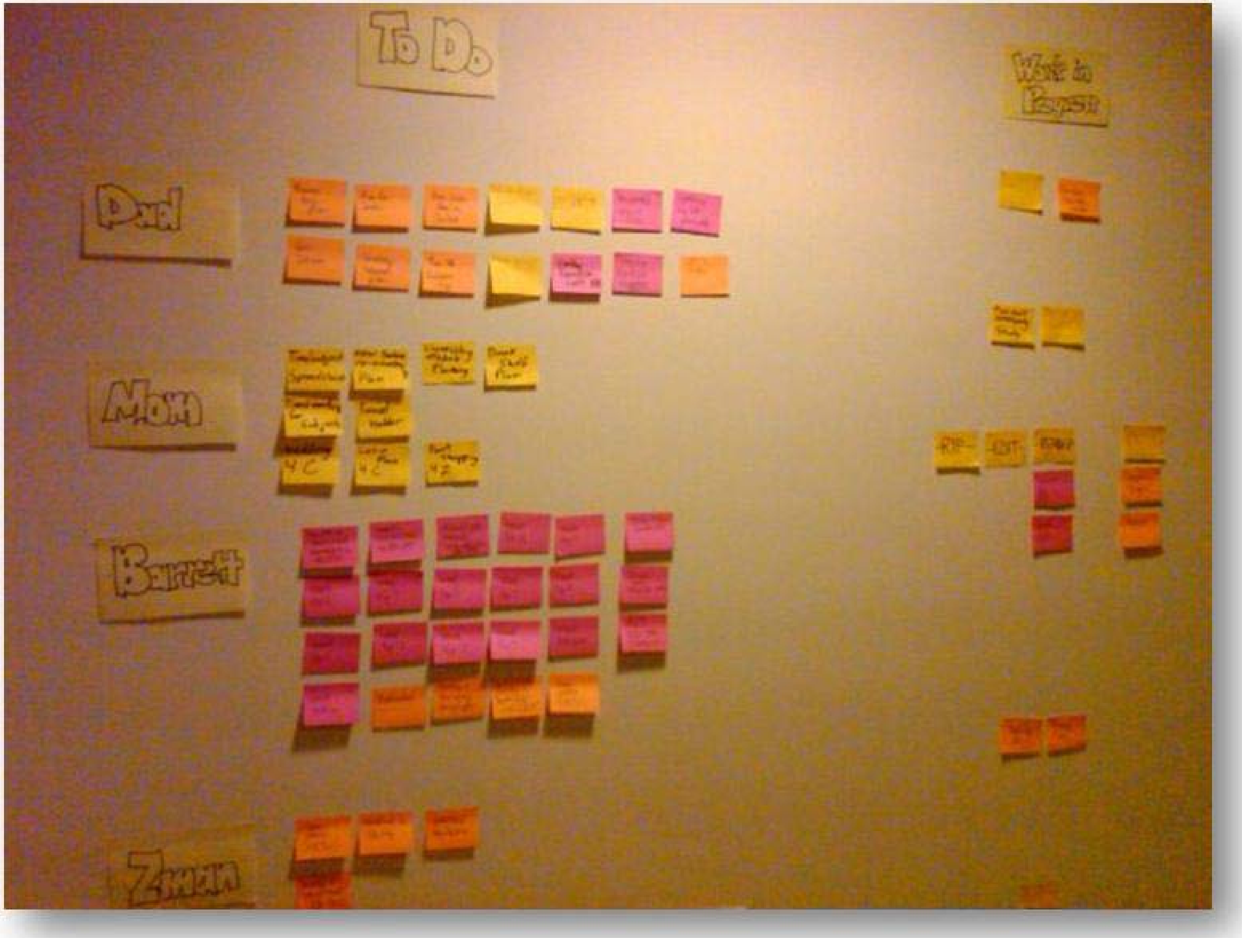
By clicking Register you agree to the Privacy Policy.

Look up who else is stickKing!

Search for a goal

This year, commit to real change, and stickK to your New Year's resolutions!

Kanban


To Do
Work in Progress
Dad
Mom
Barrett
Zman

Learning to Say….

- **Offer an alternative**
  - ✓ “I won’t be able to do it, but I can show you how to do it.”
  - ✓ “I see you need help. Robert might be better for the job.”
  - ✓ “Sam is the go-to person on my team for that.”
- **Offer to do it later**
  - ✓ “I can’t help you now, but I can do it next week.”
  - ✓ “I wouldn't be able to start that for 2 weeks. Is that OK?”

Learning to Say….

- **Use a delay tactic to buy time**
  - ✓ "Can I get back to you? I need to check my schedule."
  - ✓ "Can you stop by later? I'm unable to commit right now."
- **Put some responsibility back on them**
  - ✓ "Could you put that in writing, including the due date and key outcomes? I will review it with my boss."
  - ✓ "Yes, I can do that. Here is what I need from you."

Learning to Say….

- **Smile and say “No”**
  - “No. Thank you for asking.”
- **Remember**
  - Your words, vocal tone, and body language need to be aligned or you will be giving *mixed messages*.
  - Remain calm.
  - Be persistent.

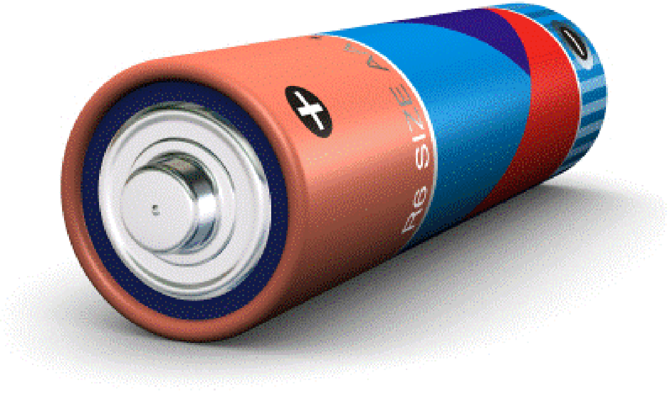
Leading by Example

- **Our example speaks volumes**
  - ✓ E-mails at 11:30pm
  - ✓ Taking lunches (or not)
  - ✓ The hours we work
  - ✓ How we manage our emotions
- **Teach others what you're learning**
- **Encourage them to renew**
  - ✓ Breaks, vacations, take a night off, take care of themselves

Suggested Actions

Identify one or more renewal goals

(e.g. average 7 or more hours of sleep, exercise at least x times per week, go for a walk over lunch twice a week)



Experiment!

Try a couple of the ideas we discussed today.

What’s an example of something that was helpful in today’s session?

Institute*for* Leadership Excellence & Development, Inc.

For a list of books and resources, scan this QR code

andy@i-leadonline.com

PeopleAndProjectsPodcast.com