Organization
Prioritization
Time Management

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Welcome to the Need for Organization, Prioritization & Time Management!
Goals & Objectives

- Be More Effective & Efficient
- Model & Help Student be more Effective and Efficient
- Strategies, Tools & Techniques to
  - Organize
  - Prioritize
  - Manage Time
Dare to Answer

- When will the volcano erupt?
- And – if it does what will happen?
- When I wake up & have no schedule I don’t know what to do…
- Who me? …A random abstract working pattern?
- Not enough time in the day…
- I am always tired…
- I get easily overwhelmed…
- Sound like you? Like some students?
Welcome to My World

- Won’t you come on in…
- And Clean Up This Mess!!
  - And by the way – will you organize, prioritize and help with my time management too?
- It’s not my mess…
- It must be yours!
- I just cleaned everything up!
  - I’m Organized because I Prioritized & used good Time Management – OPTM
Ten Myths

1. Time can be managed
2. The longer or harder you work the more you accomplish
3. If you want something done right, do it yourself
4. You aren’t supposed to enjoy work
5. We should take pride in working hard
Ten Myths

6. You should try to do the most in the least amount of time
7. Technology will help you do it better, faster
8. Do one thing at a time
9. Handle paper only once
10. Get more done & you’ll be happier
Connecting Organization Prioritization & Time Management

Organization Prioritization

Time Management

Community
Reports
GED 2014
New Program Start-up

Staff?
Students?
Ask a Critical Question - Demand a Critical Answer...

- What is the REAL Need?
- APIE Model
  - Analyze
  - Plan
  - Implement
  - Evaluate

- Find the answer to the question...
- *When you wish for more time, what do you really mean?*
ANALYZE

- Analyze
- Plan
- Implement
- Evaluate
Analysis

- It’s your Organization process...
- It’s Your Priorities...
- It’s Your Time...
- Do you know what you’re doing with THEM?
- Let’s Look at some
  “Root Cause Analysis!”
More Analysis

- Who are you?
- What’s your style?
  - Independent or team
  - Concrete or abstract
  - Laid back or high energy
  - Short focus or long focus
  - Long lead times or quick decider
  - Early bird or night owl
More Analysis

- **Modes of Operation - which are you?**
  - **Procrastinator**
    - one who puts off unpleasant, momentous, or difficult tasks
  - **Accomplisher**
    - one who needs small victories to get through the day
  - **Analyzer**
    - one who works objectively on the most important thing possible at the moment
  - **Crises Manager**
    - one who gets overwhelmed by a current situation leaving no time for routine matters
Final Analysis

Mind Over Matter

- What’s Happening?
  - Vague goals
  - Living in the moment
  - Chaos is fun

- Perfectionist?
- Compulsive?
- Other?
PLAN

- Analyze
- Plan
- Implement
- Evaluate
Failing to plan is planning to fail

Change or be behind!

The PLAN must be clear & purposeful

Evaluation criteria is absolutely necessary
Poor Planning = Too much Work

- Re-examine Workload
  - Task Importance
  - Desk/Task Audit

- Can’t do anything without a plan
IMPLEMENT

- Analyze
- Plan
- Implement
- Evaluate
Organizing Strategy

- Planners/schedulers
- Affix designated time frames
- Use computer-generated task lists/handwritten lists
  - Importance/Prioritization
  - Subject/Job
  - Status/Progress
  - Due Date
  - Percentage Completed
  - Category (type of work, student, staff, administrative, etc.)

- Question whether you should do it or not
- Schedule meetings with yourself
Prioritizing Strategy


**Who** wants/needs the work done?

**What** do they want/need done?

**When** do they want/need it?

**Where** does it fit in the schedule?

**Why** does it fit there?

**How** will this impact deadlines for other work?
<table>
<thead>
<tr>
<th>Style/Mode</th>
<th>Method Described</th>
<th>Activities/Rationale</th>
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<tbody>
<tr>
<td>Uses the <strong>Analyzer</strong> style</td>
<td>Create Weekly Calendar</td>
<td>• Prioritize work &amp; other activities by week&lt;br&gt;• Schedule reasonable timeframes needed to complete work &amp; activities&lt;br&gt;• Note critical dates</td>
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<td>Assists the <strong>Procrastinator</strong>&lt;br&gt;Minimizes the <strong>Crises Manager</strong>&lt;br&gt;Supports the <strong>Accomplisher</strong></td>
<td>Create Daily “To Do” List (Rewrite List Each Morning)</td>
<td>• List should stem from weekly calendar&lt;br&gt;• Write down things to accomplish for day&lt;br&gt;• Put unpleasant, momentous or difficult tasks at top of list&lt;br&gt;• Note important tasks &amp; critical deadlines&lt;br&gt;• Check off items finished &amp; give self praise</td>
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<tr>
<td>Applies the <strong>Analyzer</strong> style</td>
<td>Create a Monthly List &amp; a Long-term Goals List</td>
<td>• Record goals &amp; work that has to be done&lt;br&gt;• Record purchases or needs; a want list&lt;br&gt;• List commitments&lt;br&gt;• Identify any worries or concerns</td>
</tr>
</tbody>
</table>
Implement

- New routines
- Pre-thinking strategy
- Get enough sleep!
Portion into Doable Parts
Easy to Employ Prioritization Methods

- Rank the Lists of daily, weekly & monthly tasks
  - 1 = Critical
  - 2 = Important
  - 3 = Routine

- Work through the items on list in rank order identified

- If some or all 3’s do not get addressed
  - Determine if should be moved to 1 or 2 level tasks on next list

- Separate tasks into **Priority Levels**
  - A = High Priority
  - B = Medium Priority
  - C = Low Priority
## Easy to Employ Prioritization Methods

- Divide tasks into **Priority Piles** by Deadlines
  - Today
  - Tomorrow
  - Next week
  - Next month

- Identify tasks by **Priority Colors**
  - **Red** = ASAP
  - **Blue** = Next week
  - **Green** = Specific due date (two or more weeks out)

- Use an **Active Priority** system
  - Do it
  - Ditch it
  - Delegate it
Use a Back-out Calendar Priority System

- Identify work/task
- Identify deadline
- Identify specific steps of work/task
- Identify time takes to perform specific steps to work/task
- Chunk-up specific steps to work/task in doable portions per day
- Estimate time for each chunk
- Number chunks
- Calendar time for each chunk starting at the end – the deadline date – work backward until all chunks are scheduled

Work Backwards from the Due Date
A word to the wise...

- Avoid Distractions
- Stay Focused
- Minimize internet, social networking, phones & non-essential interruptions during work times
- Address emotional blocks (boredom, stress, daydreaming, guilt, frustration, etc.)

- When any of these or other factors interrupt task completion...
  - Identify the problem
  - Decide to improve
  - Use a priority method to focus attention
  - Employ positive self-talk.
Readjust Management Style

- Do tasks & functions once
- Only read something if you’ll be fired for not reading it
Implement

- Take a vacation
Trying to Manage Time?

- Time Cannot Be Managed
- Manage self based on
  - self-knowledge
  - self-acceptance
- Manage Functions & Tasks
  - Schedule
    - Heavy stuff
    - Light stuff
Give it up

- You can't have it ALL
- Some elements limit the availability of time
Using Time Wisely

- Develop a “Good Enough Attitude”
- Be You – Use Your ‘Talents’
- “Evaluate” Energy & Time
- Focus in the “Moment”
- Re-examine
  - Task Importance & Delegate
  - Get the monkeys off your back
Beating the Clock

- Create a “Peak Performance” List
- Delete the “All or Nothing” Approach
- Set “Goals to Paper”
- Get “Unattached”
- Eliminate “Fear of Failure”
What’s this? More Stuff? Good Grief!!
Clutter - Everywhere Clutter!

- Here’s what happens...
  - Your Brain is seeking order
  - Your Brain needs a schedule
  - Your Brain must have a plan

PLEASE!
Wipe Out Clutter

- Unmanaged clutter wipes out
  - Order
  - Schedule
  - Plans

OH NO!
Ways to De-clutter

- Get help
- Have a place
- Create an ‘OK to Buy or Keep’ criteria
- Keep things you love or use
Ways to De-clutter

- Stop the guilt
- Get them on your side
- Use a rotation system
- Institute a ‘gift rule’
- Be ruthless
Ways to De-clutter

- When All Else Fails
Emails Mnemonics Strategy

E - Evaluate subject line
M - Make decision to respond
A - Answer email
I - Important points
L - Look at response
   R - Re-read - wordiness/less is better
   S - Stated well - clear and understandable
   T - Tone - thinking and feeling
S - Send
It’s All About You!

- Take care of yourself
- Improve memory
- Delegate
- Know what’s important
- Say no or maybe next time
- Finish what you start
- Use daily affirmations
Spring Clean Your Life

- Dump the anger
- Hose down procrastination & delay
- Fluff up your attitude
- Put misunderstanding & lack of patience out with the newspapers
- Humorize yourself – have fun
- Do something – change requires action
- Like yourself
The Secret Formula

- Don’t give up
- No Self-battering
- Keep practicing
- Set Positive Expectations
Most of All...

- Quit using excuses...
  - Too many interrupters
  - I’m not organized
- Practice Re-framing

“What you believe yourself to be, you are.”

Claude Bristol
EVALUATE

- Analyze
- Plan
- Implement
- Evaluate
Monitor & Evaluate

- Time log & journal
- Critical Reflection
- Adjust!
- Tinker!
- Explain!
- Celebrate!
“Life can be a rocky road. The challenge is not to let it grind you into dust; but polish you into a brilliant gem.”

John Milton Fogg
Final Thought

The State of Your Life is Nothing More than a Reflection of the State of your Mind

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Thank You

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Thank You for Attending!

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  - Return the evaluation to your presenter.

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    - Tuesday & Wednesday, 8:00 am - 5:00 pm

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  - Golden Ballroom
    - Thursday, 8:00 - 9:15 am