

WHERE DID THE DAY GO? MAKING EFFECTIVE DECISIONS AND PRIORITIZING DAILY RESPONSIBILITIES

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Presented by: Kimberly Blair-Chambers
Associate Registrar
Michigan State University

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OVERVIEW

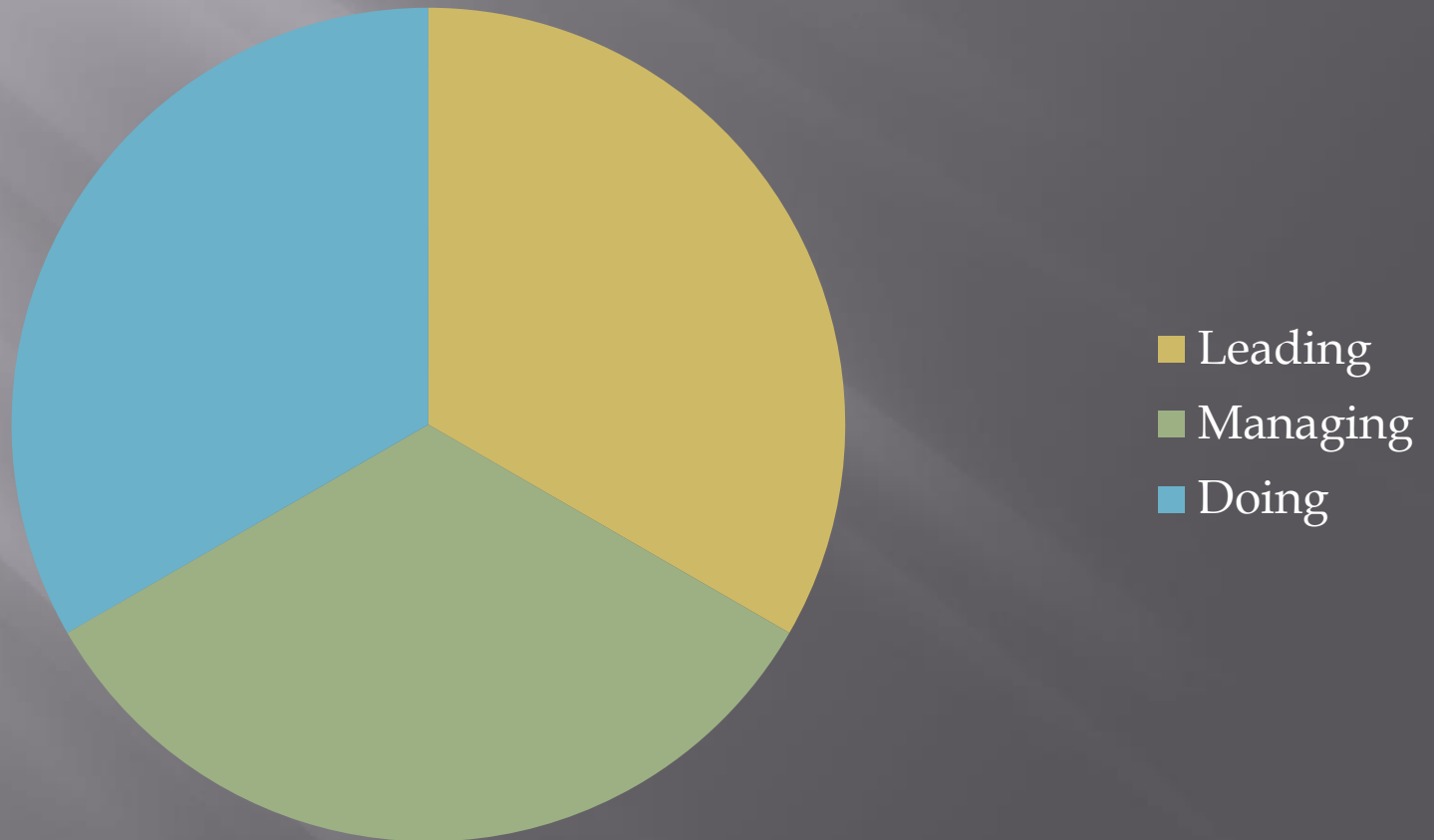
- ▣ Discuss how time is spent at work and the importance of time management.
- ▣ Identify factors used to prioritize the work day.
- ▣ Discuss decision-making principles.
- ▣ Discuss multiple practical scenarios, and the best way to tackle them.

Where Does the Day Go?

- ▣ In a 2013 study from the *McKinsey Quarterly*, 1,500 managers around the globe were asked how they spend their time, and if they were satisfied with their current time management skills.
 - 9% said they were happy with how they spend their time at work;
 - 33% said they were actively dissatisfied;
 - 58% fell somewhere in between with a desire to make improvements (Fenzi, 2013).

Where Does the Day Go?

Leading/Managing/Doing (MOR Leadership)



Time Management (Walker 2002)

- ▣ Prioritize your tasks- make a list of all of the tasks that need to be completed and rank them in order of importance.
- ▣ Get the job done right the first time- re-work takes additional time out of your day.
- ▣ Do not waste time- reduce the amount of time that you spend in meetings or other tasks that are not a good use of time.
- ▣ Delegate tasks whenever possible.
- ▣ Avoid procrastination- focus on the positive benefit of completing the task.

Time Management (Walker 2002)

- ▣ By honing your time management skills, you take control of your day.
- ▣ Developing time management skills in the workplace is a journey that needs practice.
- ▣ The goal is to help yourself become aware of how you use your time.
 - You will see improvement as you become aware of your own time management style

Decision Making

- ▣ Decision Making skills are a key component to time management (www.time-management-guide.com).
- Identify the purpose of your decision.
- Gather information.
- Identify the principles to judge the alternatives.
- Brainstorm and list different possible choices.
- Evaluate each choice in terms of consequences.
- Determine the best alternative.
- Put the decision into action.
- Evaluate the outcome.

A Look at Your Day

- ▣ Thinking about your typical work day, make a list of all of the things that you do during your day, and the approximate amount of time spent on each item.
 - Include scheduled and un-scheduled activities.
 - Include breaks, lunch, travel time around campus.
 - Don't forget e-mail, voice mail, mail, fax, etc..

Prioritizing Tasks (Walker 2002)

- ▣ Do not overload your list-be realistic.
- ▣ Rank tasks in order of importance.
- ▣ Schedule time for breaks and mistakes.
- ▣ Schedule long-term tasks and short-term jobs.

The ABCD Method (Tracy 2002)

- ▣ Determine your daily tasks:
 - A-An important task that you must do. Failure to complete this task leads to consequences.
 - B-A task that you should complete. The consequences for not completing this task are less significant than “A”.
 - C-A task that you would like to complete, but that have no consequences if not completed.
 - D-A task that can easily be delegated to someone else to complete.
 - E-A task with that can be eliminated with no consequences.

Urgent vs. Important (Covey 1994)

	Urgent	Not Urgent
Important	<p>I</p> <ul style="list-style-type: none">- Crisis- Pressing problems- Deadline-driven projects, meetings, preparations	<p>II</p> <ul style="list-style-type: none">- Preparation- Prevention- Values clarification- Planning- Relationship building- True re-creation- Empowerment
Not Important	<p>III</p> <ul style="list-style-type: none">- Interruptions, some phone calls- Some mail, some reports- Some meetings- Many proximate, pressing matters- Many popular activities	<p>IV</p> <ul style="list-style-type: none">- Trivia, busywork- Junk mail- Some phone calls- Time wasters- "Escape" activities

Urgent vs. Important (Covey 1994)

	URGENT	NOT URGENT
IMPORTANT		
NOT IMPORTANT		

Delegation

The Who, What , When and How of Delegation
(www.mindtools.com)

- ▣ Why people don't delegate
- ▣ When to delegate
- ▣ To whom should you delegate
- ▣ How do you delegate
- ▣ Keeping track of what you delegate

Delegation

“Even “Super You” needs help and support. There is no shame in asking for assistance. Push aside the pride and show respect for the talent that others can bring to the table. Remember that there is no such thing as a single-handed success: when you include and acknowledge all those in your corner, you propel your self, your team, and your supporters to greater heights”

-Author Unknown

“The Back Burner” (Carlson 1998)

Make a list of projects/activities that you want to put on the back burner-things that will help you reach your next goal. List anything that may pop into your head.

Acknowledging these projects/activities allows your mind to start to complete these things while you are focusing on tasks at hand.

A Day in the Life

1. You have a standing meeting with a staff member that occurs bi-weekly (30 minutes-1 hour).
2. You need to draft a change/new procedure and email it to the team for review at the next work group meeting (1.5 hours)
3. You would like to have lunch with a colleague from IT that you have worked on projects with in the past (1 hour).
4. You have unread email that may need a response (1 hour).
5. A staff member has brought an issue to your attention. You need to do some research and make a decision (1.5 hours).
6. The weekly management team meeting with your supervisor is schedule from 2-3pm (1 hour).
7. Someone from the Controller's office wants you to return their call about student (20 minutes).
8. Your monthly cross-unit committee meeting is later this week and you need to set the agenda and send it to the group (30 minutes).
9. You have a meeting with the Office of Admissions staff to review and discuss a new graduate program and admission expectations (1 hour)

Words to Live by in 2014 (Davis 2014)

- ▣ 11 Expert Tips to Help you be more Productive in 2014
 - Focus on One Big Task at a Time.
 - Organize Your Day in Time Blocks.
 - Do Things You Don't Want to Do.
 - Don't Get Paralyzed by Perfection.
 - Stay in the Moment.
 - Put your Brain on Auto Pilot for the Small Stuff.
 - Write an Old-Fashioned To-Do List.
 - Get an Accountability Partner.
 - Don't Check Facebook.
 - Deal with it Only Once.
 - Escape into Single-Tasking.

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Questions/Answers

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Kimberly Blair-Chambers
Associate Registrar
Michigan State University
blairch4@msu.edu
(517)355-9675

