Time Management...

It Takes Time!

Kimberly Nitz, Western University
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I do not have an affiliation (financial or otherwise) with a pharmaceutical, medical device or communications organization.

Je n’ai aucune affiliation (financière ou autre) avec une entreprise pharmaceutique, un fabricant d’appareils médicaux ou un cabinet de communication.
“Take your whole self to work, and take your whole self home”

“I am responsible and accountable for what I do”
To Do:

1. Draw a line down the middle of your paper forming 2 columns
2. In left column, quickly jot down 10 things you did at work yesterday
3. Put a star beside those tasks that were important
4. In the right column, jot down 5 things you will likely discuss at your next performance review.
5. Compare lists
   - what in the left column has a direct link to the column on the right?
YOU SHOULD FOLLOW MY ADVICE!

AFTER ALL, IT WORKS FOR ME.

MAYBE I'M NOT YOU.

DON'T BE RIDICULOUS!
COMMON TIME WASTERS....

- Paper pile up
- Not delegating
- Too many emails
- Poorly managed meetings
- Drop-ins / phone / interruptions
- No pre-planning / no priorities
- Crises!
- On-line distractions
- Complaining / worrying / fear
- Perfectionism
- Procrastination
- Not obtaining full details/expectations
- Reinventing the wheel
- Mood – I don’t feel like it today
- Clutter
So....Where Does the Time Go?

<table>
<thead>
<tr>
<th>Activity</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Get morning beverage, say hello to colleagues</td>
<td>~ 20 minutes</td>
</tr>
<tr>
<td>Online surfing (not work related)</td>
<td>~ 60 -120 minutes</td>
</tr>
<tr>
<td>Stop in the hall and speak to coworkers/friends</td>
<td>~ 30 minutes</td>
</tr>
<tr>
<td>Social networking (non-work related)</td>
<td>~ 45 minutes</td>
</tr>
<tr>
<td>Take time for restroom (and visit coworkers on the way)</td>
<td>~ 20 minutes</td>
</tr>
<tr>
<td>Extended lunch and/or coffee breaks</td>
<td>~ 30 minutes</td>
</tr>
<tr>
<td>Personal phone calls</td>
<td>~ 20 minutes</td>
</tr>
<tr>
<td><strong>GRAND TOTAL</strong></td>
<td><strong>225 mins (3.75 hrs)</strong></td>
</tr>
</tbody>
</table>
So...

How Do We Make Better Use of Our Time?

• Personal Time
• Unproductive Meetings
• Telephone
• Unexpected Visitors
• Paper Pile Up
• Reinventing the Wheel
• Say “No”!
Personal Time

• Schedule it! (read paper, Facebook, have coffee)
• “I am sorry, I have an appointment at that time”
• Stay away from the “butterflies”

Are you allowing yourself to avoid completing a task by giving in to distractions? Ask yourself why.
Unproductive Meetings

• Determine purpose and objectives in advance
• Consider time – can you realistically afford the time?
• Agenda – stick to it!
• Can it be done on-line?
Phone

• Hold calls
• Forward to colleague (and return favor)
• Limit conversations
  • (plan ahead, ask right questions, interrupt, reduce emotion)
• Can I email it?
• Schedule time in the day
Unexpected Visitors

- Do Not Disturb sign
- Deflect (can we chat at lunch?)
- Encourage appointments
- List of questions and present all at once
- Visual clues to busy-ness
- Designate “open office” time
Paper Pile Up

• 80% of paper we receive is unnecessary!
• Every time you touch it, do something with it
• Four things for each paper:
  ✓ Read it – create a file you can take with you if necessary
  ✓ Act on it – do it now and avoid setting it aside for later
  ✓ File it – take 10 seconds to file it now
  ✓ Throw it away
• It’s a trap!!
Reinventing the Wheel

• Work smarter not harder
• Use electronic templates
• Excel tip: link to templates/forms
• Quick steps
• SOP’s / Timeline manual
• Talk to colleagues / share practices !!!!
  ➢ Start a PA Exec Committee
Say “No”!

Is it hard to say no to a colleague? You are NOT alone!!

• Own your own job, not theirs
• Ensure your work is done first
• As soon as it’s on your desk, it’s yours....
• SOP’s / Timeline manual
• If yes:
  ▪ When:
  ▪ How?
  ▪ Help me?
  ▪ Who?
  ▪ Where?

What does it feel like to say no?

How does it feel to say “yes” if we know we are too busy?

What does it feel like to say “yes” and get it all done?
Time Management – Is there such a thing?

- Declutter
- Write down priorities / projects – can it wait?
- Always know the one thing you need to done today
- Break it down
- Ask for deadlines and schedule them
- Have a clear idea of what is expected of you
- How long will each task take you? Fill your calendar/time-block
- Ongoing task list (daily / weekly / monthly / annually)
- Collect everything from all sources
- Tools and how you track it = up to you
Prioritizing…Strategies…Sharing

• Is this important or just keeping me busy?
  ▪ Are you doing this because you want to or like to?
  ▪ Because your predecessor did it?
  ▪ How will it affect your work if you don’t do it?
  ▪ Has the task outgrown it’s original usefulness? Is it old school?
  ▪ If you were your PD, would you consider it high or low priority?

• Pain vs Gain activities
  ▪ Pain = those that have deadline, consequence, likely forgotten tomorrow
  ▪ Gain = not urgent, cannot be delegated, doesn’t need to be done for anyone else

• Hardest part? Execution Exceptions? Of course!
Time Management...Take the Time!

- Devil is in the details:
  - Remove distractions
  - Take time for yourself (walk, stretch)
  - Get to know your computer:
    - Text expansion
    - Advanced search function
  - Finish it
  - Only plan for 4-5 hours of real work per day – rest will fill up

- Time Management is worth the extra time to schedule tasks – no fretting about what needs to be done, you have a list!
Time Management – Workflow

- 5 stages of mastering workflow:
  1. Collect = get it off your brain and start a record/task list
  2. Process = make decisions about steps (to do, to delegate)
  3. Organize = group into categories
     calendar, projects, next steps, waiting
  4. Review = identify tasks, group “like” tasks
  5. Do = focus on one tasks at a time, remain calm

Tip: It is normal to have days where you just can’t work, and days where you can work 12 hours straight – accept it
Ask yourself, if what you are doing today is getting you closer to where you want to be tomorrow?
Ideas....Sharing....

• Touch it only once
• **No** multi-tasking -- start and finish each task
• Start with most important or most difficult task!
• Mini-meetings
• Set boundaries – own your own work, not theirs!
• Own your own time – If yes...when? If yes...how? If yes...help me! If yes...who? If yes...where? If yes...honesty
• Supercharge your To-Do List (Goal List)
• Celebrate
• Avoid the “feel ifs” and make habits
• Respect your time and make it respected
• Stop! Check in......is this productive? Is there a better way?

"Worry is the greatest thief of joy"

Warren Wiersbe
Taming the Email Monster

• Get to know your email client (Outlook, Groupwise, Gmail)
• Turn off email notifications...and do NOT check it often !!
• Schedule time for email daily (2-3 times per day)
• Don’t be a slave to your inbox
• Aim for an empty inbox each time you review emails or by the end of day
• Triage anything that comes into your inbox – delegate like a boss !

4 “D’s  =  DO    DELAY    DELETE    DELEGATE
Email Monster...

- Use email tools:
  - To defer = create a task
  - To delegate = assign the task to someone else
  - Move email to a task and assign it a date
  - Move email to a calendar appointment
  - Add a time zone when scheduling meetings
  - Filter priority messages
  - Color code emails from your PD
Email to Task List

From: Nicole Moyer
Sent: Thursday, August 08, 2019 10:40 AM
Email Monster...

- Create folders for filing and for action items:
  - @Action – require action but are not projects
  - @Reply – needs a reply but will take longer than 5 mins
  - @Someday – to do soon, but not now
  - @Waiting for – waiting on input from others
Email Monster...

DO:

• Ensure all emails sent are clear, concise
  • Clarity is better than cleverness
• Use filters and color coding to ensure most NB messages are dealt with
• Use rules to automatically move certain emails to folders
• Example: replies for meeting requests
• Make your calendar your default view (show task list)
• Know your intention before you send
• Name names (tasks/meetings)
• Unsubscribe
• Employ formatting
• Use vacation rules
Email Monster...

DON’T:

• Don’t answer emails first thing in the morning
• Don’t respond immediately – it becomes the expectation
• Don’t subscribe to chain mail
• Don’t mix personal emails with your business account
• Don’t forget your signature
• Don’t send an angry email or send flip response/know when NOT to email
• Don’t reply all
• Don’t let fancy words get in the way of your message
**Email...In Summary**

- Turn off email notifications
- Make calendar view the default
- Include task list is in calendar view
- Schedule times (2-3) in the day to read email
- Always clear inbox
- Do  Delay  Delegate  Delete
  - Create tasks or schedule time/appointments from emails
Useful Apps...

- Pocket = summarizes content from social media apps
- Trello = project management app
- TeauDeux = keeps a To Do list
- TurboScan = takes pics of documents with phone to jpg/pdf
- LastPass = stores all passwords
- 30/30 = tunes out distractions and sets timers for tasks
- Doodle = participants send availability / avoids emails
- Swiftkey = replaces keyboard with one to adapt to typing quirks
- SignEasy = e-signs documents
- Circa = leading headline news in quick and easy format
- OneNote = combined with Outlook and used as project management tool
WE ARE WHAT WE REPEATEDLY DO
EXCELLENCE THEREFORE IS NOT AN ACT BUT A HABIT

-ARISTOTLE
HOW DO YOU ROCK YOUR ROLE?
THANK YOU!
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