

USDA Food Safety and Inspection Service
U.S. DEPARTMENT OF AGRICULTURE

EIAO Training Time Management

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OEED, FSIS



1

Objectives

- ✓ Thinking Critically and Making Decisions
- ✓ Incorporating Flexibility into Your Mindset
- ✓ Dealing with Distractions
- ✓ Organizing with Outlook and OneNote
- ✓ Prioritizing Tasks
- ✓ Integrating Life into Your Work

2

Critical Thinking



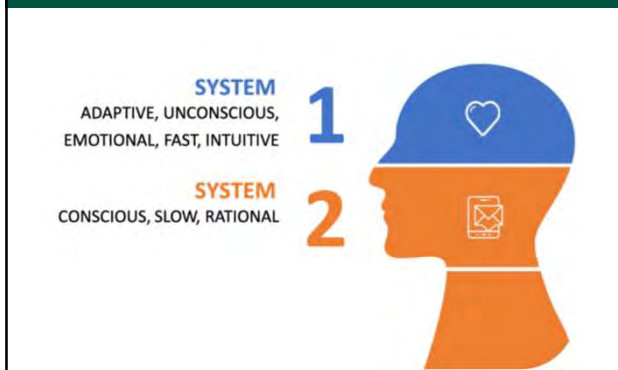
3

Video



4

Biases



5

Nuanced Complexity



6

Sources

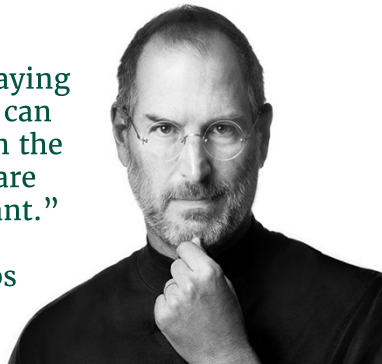


7

Setting Limits

“It’s only by saying
‘no’ that you can
concentrate on the
things that are
really important.”

~Steve Jobs



8

Forget SMART Goals, Set CLEAR Goals

Studies show that 60 percent of new year’s resolutions fail. Much of this failure has to do with poor goal-setting. In the past, we used the ultra-popular SMART criteria for moving projects, initiatives and enterprises ahead. That being said, the SMART goals are beginning to prove counterproductive to the more fast-paced, and changing environment that we find ourselves in today.

In a recent piece for *Inc.*, best-selling author of *Managing for Dummies*, *The Management Bible*, *Leading Through Uncertainty*, Peter Economy, proposes we use something, well...smarter. Economy proposes the new acronym, “CLEAR,” to meet the needs of the modern team.

9


C.L.E.A.R Goals

C	L	E	A	R
COLLABORATIVE	LIMITED	EMOTIONAL	APPRECIABLE	REFINABLE
Who is involved?	How do you know you've succeeded?	Are you passionate?	What are the milestones?	Adapt to changes?
				

10

Flexibility and Mindset

Being able to bend without breaking! When you have a flexible mindset, you can change your thinking to overcome obstacles and challenges without failing or breaking down.




11

Flexibility and Mindset

How do you develop a flexible mindset?

1. Accept what you are feeling
2. Know that it's ok to feel frustrated and inflexible – understand that it happens to everyone.
3. Notice what's going on around you and breathe.
4. Realize that it's ok to say, "I don't know."



12

Flexibility and Mindset

THERE ARE TWO DIFFERENT TYPES OF MINDSET

1. People with a fixed mindset believe that these qualities are inborn, fixed, and unchangeable; and
2. Those with a growth mindset, believe that these abilities can be developed and strengthened by way of commitment and hard work.



13

Maintaining Focus – Dealing with Distractions



14

Video



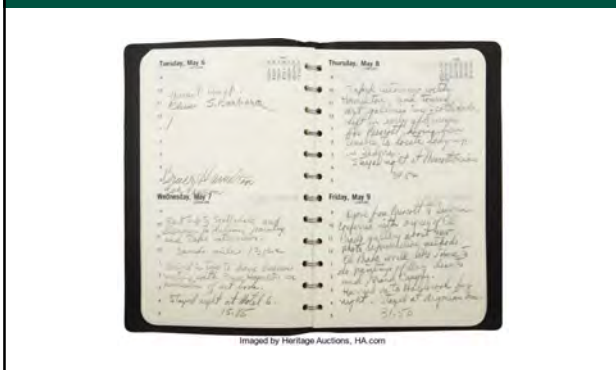
15

Do Not Multitask



16

Plan the Day (to do lists)



17

Reserve, Block or Carve Out Time for Yourself



18

Self-Awareness



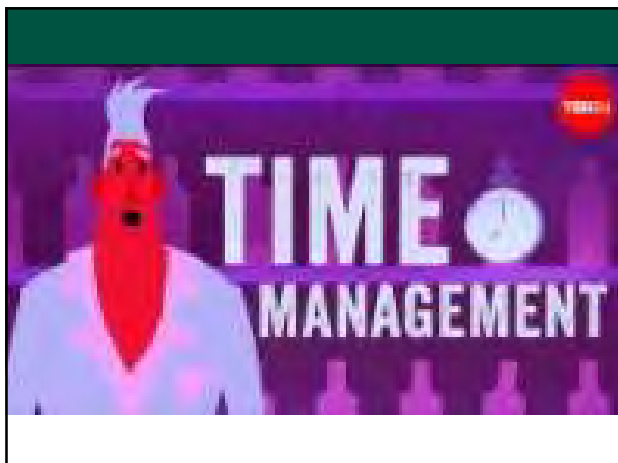
19

MS Outlook

Microsoft Outlook Tips for better organization

1. Create Folders- Sort emails by Priority
 - a. Inbox – The emails in your inbox are either urgent or can be answered quickly.
 - b. To-do – Drag non-urgent emails and emails that will require more than a quick response.
 - c. Follow-up – Move emails to this folder that are due at a later date
 - d. Watch out for lost emails with the Focused inbox

20



21

MS Outlook

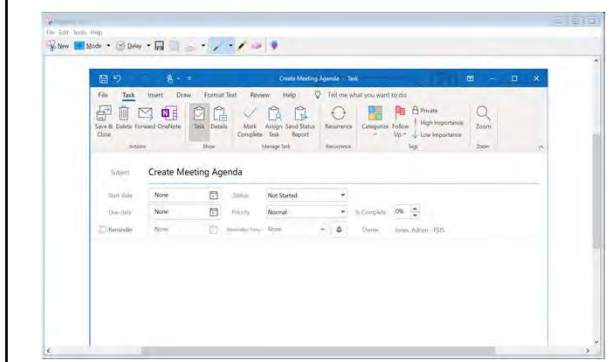
-Using the Task function in Outlook is a great way to stay organized. 

-Keeping a list of things to do on paper, in a spreadsheet or a combination of both can cause you to lose or forget the task.

-In Outlook, you can combine your various lists into one list, enhanced with reminders and tracking.

22

MS Outlook



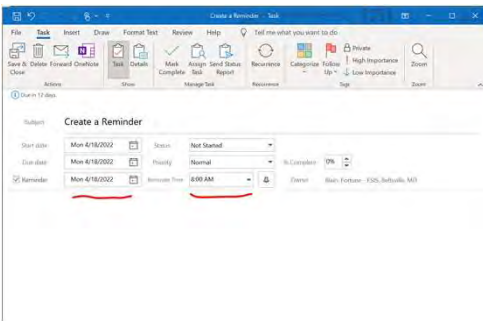
23

MS Outlook

When you create a task in Outlook, you can add a reminder to it so that Outlook will remind you that you need to complete a task by a certain date.

24

MS Outlook – Set Reminders



25

Prioritizing



26

Organize

Prioritizing your Tasks



27

The Manager's Desk

DO, DELEGATE, DELAY, DELETE

ITEM ON YOUR DESK	APPROPRIATE D
Pile of junk mail	
Memo outlining new vacation policies	
Note to get John's project information from last year and send to your manager	
Accounting department's new policy book (needs to be read so that you are up to date, although it will not directly affect your department)	
Note to deliver documents to Sharon down the hall	

28

The Glass Jar

- Rocks
- Pebbles
- Sand
- Water



29

How to Organize and Prioritize

Lists: Carry a notebook. Write everything down, then cross it off when it's done.

It keeps tasks organized

Helps to visualize what needs to be finished

Gives you a sense of accomplishment when you cross it off.

Calendars: Post projects on their due dates, and give yourself milestones along the way

Keeps you accountable to yourself, your timeline, and your deadline

Try a desk calendar for a quick reference.

Take the time either before you leave for the day or first thing in the morning to prioritize your tasks.

What's important?

What has a short deadline?

What emergencies will probably come up?

What can you delegate?

30

Delegation

Using teamwork efficiently



31

An opportunity for growth of another person's skills

Recurring tasks

Non critical tasks

When to Delegate

32

Delegation at Gadgets Inc.

Bob Bugs has just come out of a meeting with the Gadgets Unlimited CEO, Sly Smiley. Sly wants someone to research new conveyor belts and recommend a solution to prevent the recent Gadgets Unlimited crisis from recurring. Although he wants Bob to oversee the project and approve the final report, it doesn't matter if Bob does this himself or delegates it. Sly does want the report within thirty days.

Bob can think of three delegation options. The first one to come to mind is Fran Fudd, the production floor supervisor. However, she has a lot of projects right now. She is also more experienced on the management side than the technical side. Then there is David Daffy, one of the senior production specialists. He has good knowledge of the inner workings of the production machinery and has repaired the conveyor belt problem several times. The last candidate is Elmer Ender. He is a junior production specialist who is eager to rise in the company and has good general technical skills. However, he has never worked with Conveyor Belt #4.

33

Video



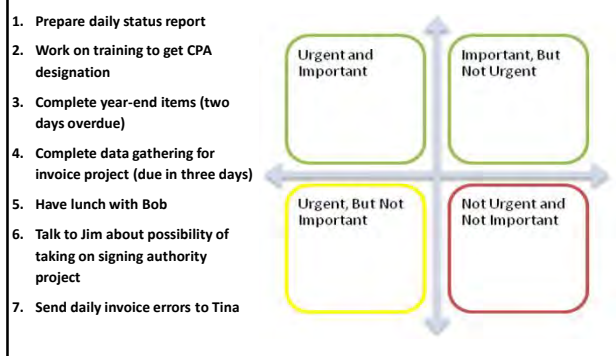
34

Eisenhower Decision Matrix



35

Decision Matrix



36

Flexibility



37

Setting Boundaries for Work/Life Balance



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38

Balance, Blend or Blur?



39

Work/Life Integration



40

Integrating Work into Your Life



- Create YOUR ideal workspace.
- Create a “commute” routine before and after work.



41



42

Integrating Life into Your Work



- Take short breaks throughout the day.
- Turn off the light and shut the door!
- Communicate your needs – at work and home!

43

Creating a Healthy Balance

- Time block to create boundaries.
- Schedule your priorities, deadlines, etc.
- Set start and stop times on your calendar throughout the week.



44

Words from the Wise

Time is free, but it's priceless. You can't own it, but you can use it. You can't keep it, but you can spend it. Once you've lost it, you can never get it back.

- Harvey Mackay

45

Questions?



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46
