EIAO Training
Time Management

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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

Critical Thinking
Video

5 ways to sharpen your CRITICAL THINKING
Made in partnership with The Open University

Biases

SYSTEM
ADAPTIVE, UNCONSCIOUS, EMOTIONAL, FAST, INTUITIVE

1

SYSTEM
CONSCIOUS, SLOW, RATIONAL

2

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

~Steve Jobs

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.
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.

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.”
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.

Maintaining Focus – Dealing with Distractions

Video

FIVE WAYS TO SMASH DISTRACTIONS
Do Not Multitask

**SINGLETASKER**

(n) someone who excels at one task at a time; opposite of multitask.

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Plan the Day (to do lists)

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Reserve, Block or Carve Out Time for Yourself

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Self-Awareness

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
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.

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.
Prioritizing

Choose a goal that will have the greatest impact.
The Manager’s Desk

DO, DELEGATE, DELAY, DELETE

<table>
<thead>
<tr>
<th>ITEM ON YOUR DESK</th>
<th>APPROPRIATE D</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pile of junk mail</td>
<td></td>
</tr>
<tr>
<td>Memo outlining new vacation policies</td>
<td></td>
</tr>
<tr>
<td>Note to get John’s project information from last year and send to your manager</td>
<td></td>
</tr>
<tr>
<td>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)</td>
<td></td>
</tr>
<tr>
<td>Note to deliver documents to Sharon down the hall</td>
<td></td>
</tr>
</tbody>
</table>

The Glass Jar

- Rocks
- Pebbles
- Sand
- Water

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?
An opportunity for growth of another person’s skills

Recurring tasks

Non-critical tasks

When to Delegate

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.
Eisenhower Decision Matrix

- Urgent and Important
  - Critical
  - Project milestones
  - Tasks from quadrant 1 that were postponed
  - Last-minute demands
  - Deadline-driven projects

- Important, But Not Urgent
  - Weekly reviews
  - Project meetings
  - Reports
  - Meetings
  - Other people’s minor demands
  - Buswork

- Not Urgent, But Important
  - Weekly reviews
  - Strategic planning
  - Visioning
  - Relationship building
  - True learning

- Not Urgent and Not Important
  - Web surfing
  - Social media
  - Binge watching Netflix
  - Analyzing paradoxes
  - Any activity you used to procrastinate

Decision Matrix

1. Prepare daily status report
2. Work on training to get CPA designation
3. Complete year-end items (two days overdue)
4. Complete data gathering for invoice project (due in three days)
5. Have lunch with Bob
6. Talk to Jim about possibility of taking on signing authority project
7. Send daily invoice errors to Tina
Work/Life Integration

Integrating Work into Your Life

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

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.

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
Questions?

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