Time & Meeting Management

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Agenda

- Time – Challenges & Choices
- What are the 5 steps to Mastering Workflow?
- E-mail Management
- Meeting Management
- Debrief & Review
- What’s next?
Time Is One of Several Resources

- Money
- Information
- Physical Resources
- Human Resources
- Time
You Can NOT Manage Time

But, you can . . .

• Manage yourself
• Manage your actions
• Manage your priorities
• Manage your communications
• Influence those around you

What are you ‘busy’ doing?
Decision Making

- Urgent not important
- Urgent and Important
- not urgent but important
- Not urgent not important
Time Dynamics

The Four Dynamics of Time

1. Your time in relation to people
2. Your time boundaries
3. Your priorities
4. Your informed choices
Time in Relation to People

Everyone has their own style in using time..

Some Styles:

- **Chart the Course** – need to anticipate – planners

- **Behind the Scenes** – need to integrate/consult – don’t get it done

- **In Charge** – need to accomplishment – task first focus
“Got a minute?”
Priorities

Two key questions:

1. Is it important?
2. Is this urgent?
Informed Choices

- Control
- Choice
- Competence
Five Phases of Mastering Workflow

- Collect
- Process
- Organize
- Review
- Do
COLLECT

Capture anything and everything that is in your mind and requires your attention. This includes personal and professional items, errands, e-mails, projects, meetings...all of it!
MIND SWEEP
It’s decision making time … Is it actionable?

**NO**
- Toss it
- Tickle it
- Tag it for reference

**YES**
- Do it
- Delegate it
- Defer it
- Drop it
Group the results of your processing into four action categories:

- Projects
- Calendar
- Next Actions
- Waiting For
• Make choices based on your time, your energy, and your priorities.

• Review your action lists and calendar daily

• Complete a weekly review to update yourself

• Review long term goals as required to keep you on track
DO

• If the task is actionable and you can do it in less than 2 minutes - DO IT!

• Look at your calendar

  » Do you do the work previously defined?

  » Do what has just appeared?
E-mail Management
E-mail Decisions

• How do you know when an email is essential, relevant, or has no relevance?

• What factors do you consider?
Process/Organize emails:

• If you’ve deleted, filed, and finished your two minute emails, you’re left with:

  » (1) those that require more than two minutes to deal with and

  » (2) those that represent something you’re waiting on from others.
What to do next....

Controlling email requires you to separate e-mail into two separate areas:

- Actionable e-mail files - @Action

- Non-actionable email files - @WaitingFor
The sense of anxiety and guilt comes as a result of broken agreements with yourself!

The Broken Agreements

• Don’t make them
• Complete them
• Renegotiate them
Keys to win the time management battle

- Plan ahead
- Unplug
- Communication/set expectations
- Decision making
- Embrace breaks
- Minimize distractions
- Self awareness