

SDA Notes

Slide 2 Acoms razor

Slide 3 Innie/outie

Slide 4 Learning Styles – **Flip to page 2 of your handout**

Lanna Nakone book– Organizing for your brain type

1. **Maintaining** – rely on the posterior left section of your brain; you develop and follow routines well and adhere to traditional organizing methods
2. **Harmonizing** – posterior right section of your brain; you value interconnectedness with your family or coworkers, you need your environment to be peaceful
3. **Innovating** – rely on the frontal right section of your brain; artistic and creative, you have a unique stacking system that no one else understands
4. **Prioritizing** – rely on the frontal left section of your brain; adept at analyzing data, you prefer to delegate organizing

Slide 5 **Flip to page 3 of your handout**

According to Chris Crouch, the author of *Getting Organized*, there are 6 reasons why your attempt at getting your office or yourself organized hasn't worked before:

6 causes:

1. No home or system for incoming items
2. Difficulty prioritizing the workload/tasks
3. Irritational use of time
4. Difficulty managing on-going projects
5. Personality factors
6. Psychological factors

Slide 6 Do you suffer?

Fear of change

Slide 7 Research shows that you will forget 64% of what you learned in 24 hours and 98% of what you learned in one week, so please write some stuff down.

Slide 8 Handling Your paper – I'd like for you to raise your hands and let me know of your biggest frustrations related to dealing with paper in your office...

Paper comes into our office in all forms: mail; workshop handouts; inbox delivery; email printouts; reports; manuals; books and magazines, etc. It arrives without any help from you but won't leave without your help. Today we're going to tackle action/inbox/reference.

Slide 9 **Also on page 3** of handout

This is an easy to remember reference for where different types of papers should be located in your office:

Fingertips – action

Arms length – reference

Somewhere else – archive

Slide 10 Picture of the desk

First of all let's talk about what crucial furniture/office supplies crucial to paperflow are missing from the picture. Who has some guesses?

Inbox

Trash can

Desktop action system

File cabinet/drawer

Slide 11 Do you know anyone whose inbox looks like this?

Slide 12 An inbox really is a "to sort" box. The two biggest reasons they don't work for many is because...

1. No system for going through it on a regular basis to either shred/throw away, take an action on or file.
2. It is located on their desktop and needs to be on another surface that's close by, but not the desk.

So, the first step towards success with paper is using an inbox (to sort box).

Slide 13 Action/Follow Up Items

These are actions that we need to do something with before we can throw away or file. Understanding the importance of an action system at work and at home is crucial.

Different Types of Action Systems

Notice that all of these are vertical where the paper is upright versus horizontal where the paper would be asleep.

Simple: vertical desktop sorters using flat bottomed folders

More complex systems utilize a box with labeled hanging files

Flip to page 4 of the handout...

What's listed are different categories for simple and complex action systems.

Action systems need to be in your face and easy to access.

Any questions?

Slide 14 Quote

Slide 15 Time Management – Ok we've talked about paper, let's move on to time.

The idea of Time Management may be the biggest misconception of all. B/c time can't be managed like other resources can. Business is concerned with the management of 5 resources: capital, physical, human, information and time.

The first 4 can be manipulated in lots of directions. But time, the invisible resource, is unique, b/c it is finite. There is only so much of it and no matter what you do, you can't get more. Time is the only resource that must be spent the instant it is received. So, when we're talking about time management, we really can't manage time, but rather we can manage ourselves in relation to time. Once we've wasted time, it's gone – and it can't be replaced.

Slide 16 So, how are you spending your time at work?

Are you making to do/task lists daily? Do you have daily and weekly goals that you regularly check yourself against to see if you've met them?

How are you wasting time? Let's take a couple of minutes and first make a list of all of your time wasters at work.

(examples: socializing, inadequate planning, personal email/phone calls, internet)

Slide 17 Now, I'm going to challenge you to set 3 goals related to how you are going to spend your time at work more effectively so that you can achieve better results. So, please think about 3 goals and write those down.

Slide 18 Referencing the website Mindtools.com - How long do you spend each day on unimportant things; Things that don't really contribute to your success at work? Do you KNOW how much time you've spent reading junk mail, talking to colleagues, making coffee and eating lunch? And how often have you thought, "I could achieve so much more if I just had another half hour each day."

And are you aware of when in the day you check your e-mail, write important articles or do your long-term planning? Keeping an Activity Log for several days helps you to understand how you spend your time, and when you perform at your best. Without modifying your behavior any further than you have to, note down the things you do as you do them on this template. Every time you change activities,

whether opening mail, working, making coffee, gossiping with colleagues or whatever, note down the time of the change.

As well as recording activities, note how you feel, whether alert, flat, tired, energetic, etc. Do this periodically throughout the day. You may decide to integrate your activity log with a stress diary.

Learning from Your Log

Once you have logged your time for a few days, analyze your daily activity log. You may be alarmed to see the amount of time you spend doing low value jobs!

You may also see that you are energetic in some parts of the day, and flat in other parts. A lot of this can depend on the rest breaks you take, the times and amounts you eat, and quality of your nutrition. The activity log gives you some basis for experimenting with these variables.

Your analysis should help you to free up extra time in your day by applying one of the following actions to most activities:

- * Eliminate jobs that your employer shouldn't be paying you to do. These may include tasks that someone else in the organization should be doing, possibly at a lower pay rate, or personal activities such as sending non-work e-mails.

- * Schedule your most challenging tasks for the times of day when your energy is highest. That way your work will be better and it should take you less time.

- * Try to minimize the number of times a day you switch between types of task. For example, read and reply to e-mails in blocks once in the morning and once in the afternoon only.

- * Reduce the amount of time spent on legitimate personal activities such as making coffee (take turns in your team to do this - it saves time and strengthens team spirit).

Key points:

Activity logs are useful tools for auditing the way that you use your time. They can also help you to track changes in your energy, alertness and effectiveness throughout the day.

By analyzing your activity log you will be able to identify and eliminate time-wasting or low-yield jobs. You will also know the times of day at which you are most effective, so that you can carry out your most important tasks during these times.

If you'd like me to send you a pdf of this activity log, just make a note of that on your business card and hand it to me.

Slide 19 Article by Dave Cheong states that time boxing is about fixing the time we have available to work on a given task and then doing the best we can within that time frame. So instead working on something until it is “done” in one sitting, we only work on it for say 30 mins. It is either marked as done at the end of this period or we commit to another 30 mins at a later time or another day.

Time boxing is special for four reasons.

1. By consciously being aware of time, it allows us to focus on doing the things that matter most.
2. It serves as a reality check on how much time we spend working on open ended tasks.
3. Because of the fixed time constraints, it can be an effective tool against procrastination.
4. It allows us to work on things during the free gaps we have between our commitments and appointments.

Slide 20 If you'd like to sign up for the SIO Weekly tips, please hand me your business card at the end of the program. Before I get to my last slide, are there any questions?

Slide 21 21 Days Myth

Stephen Covey in his book 7 Habits of Highly Successful People says that to create a habit, you need knowledge, skill and desire. If the desire's missing it doesn't matter about the rest.