

Time Management & Prioritising

16 March 2023 Manchester Art Gallery



1

before we begin...

relaxation colour
 food gig/show
 holiday place book
 TV programme season film
 drink

time management & prioritising



4

In this workshop

- TM & self
- TM & others
- TM as a manager
- Prioritising
- Less busy, more effective




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before we begin...

By the end of this workshop you should be able to:

manage your own time spend more effectively	✓
deal more effectively with the time demands made on you by others	✓
clarify & rank your priorities, then stick to them	✓
be less busy, and more effective	✓


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Issues

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before we begin...

Do you have any issues you'd like to address?



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before we begin...

Group Activity



Discuss potential solutions to the issues raised.

(be ready to report back your ideas)


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The Myth

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the myth



Time management is a myth.

We don't manage time - only what we do with time.

So...we manage...

Priorities

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Time Management with Yourself


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13


3,2,1

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14

3 2 1



To do list

_____ 3


_____ 3

_____ 3

3

I cannot control or influence

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15

3 2 1



2
beyond my control,
...but not my influence

effective

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16

3 2 1




1
Under my control

effective

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17

3 2 1




3 - let it go

effective

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18

3 2 1




3 - let it go
2 - CBA

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3 2 1




3 - let it go
2 - CBA

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20

3 2 1



3 - let it go
2 - CBA
1 - do it

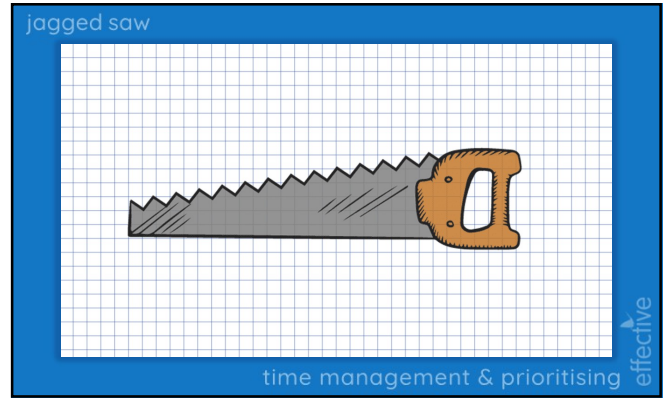
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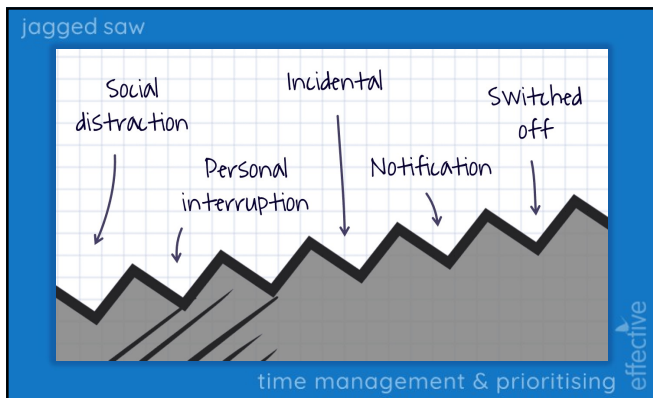
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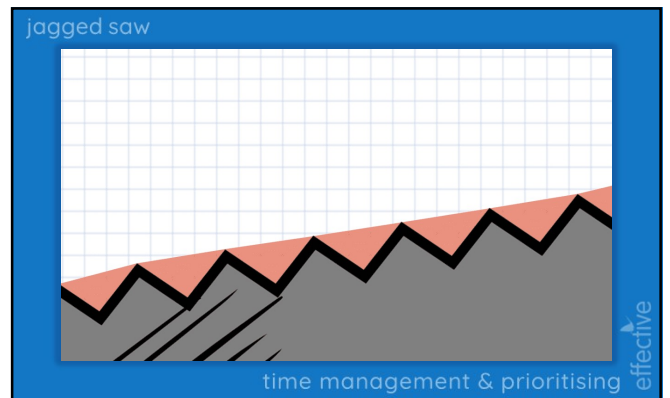
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25



26



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MSD

- ✓ motivation
- ✓ strategy
- ✓ discipline

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4 Ps

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4 Ps

Procrastination (delay)

Perfectionism

(Over-) Planning

Priorities (not one)

Any of these sound familiar?

?

time management & prioritising

30

4 Ps

Procrastination (delay)

Perfectionism

(Over-) Planning

Priorities (not one)

Any of these sound familiar?

?

time management & prioritising

31

4 Ps

Procrastination (delay)

Perfectionism

(Over-) Planning

Priorities (not one)

Any of these sound familiar?

?

time management & prioritising

32

4 Ps

Procrastination (delay)

Perfectionism

(Over-) Planning

Priorities (not one)

Any of these sound familiar?

?

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4 Ps

Procrastination (delay)
Perfectionism
(Over-) Planning
Priorities (not one)

Any of these sound familiar?

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3 Laws of Urgency & Importance

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3 laws of urgency & importance

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3 laws of urgency & importance

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1 Everything becomes urgent

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1 Everything becomes urgent

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2 Some important happens too late



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The situation

You heard today that your company's Board is considering closing the Unit you work for.

They will be making a decision in 2 month's time.


You (and your team) want to make a case to the Board to retain the Unit.

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3 laws of urgency & importance

Paired Activity



List the things you would want to do, with broad timescales attached, to help you make a good case to the Board...

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3 laws of urgency & importance

<https://effective.vision>

for more quotes, visit

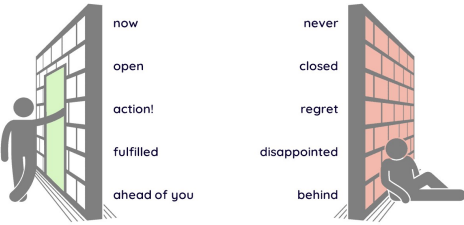
Often with important, what's crucial is not the finish time, but the start time...

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3 Some important doesn't happen at all



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Time Management
with Others

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stop saying...



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reframe...



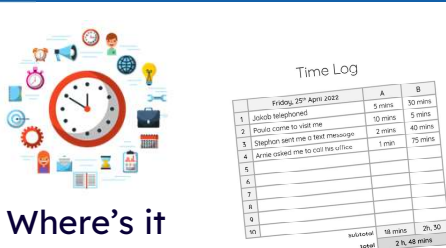
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record...



Where's it going?

Friday, 25 th April 2022		A	B
1	Jakob telephoned	5 mins	30 mins
2	Paula came to visit me	10 mins	5 mins
3	Stephan sent me a text message	2 mins	40 mins
4	Arnie asked me to call his office	1 min	75 mins
5			
6			
7			
8			
9			
10			
subtotal		18 mins	2h, 30
total		2 h, 48 mins	

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record...

Friday, 25 th April 2022		A	B
1	Jakob telephoned	5 mins	30 mins
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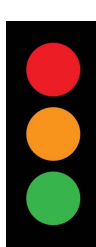
managing interruptions

TM & others

Important, talk, now:
→ interruption

Important, talk, not now:
→ appointment

Important, no talk, not now:
→ note



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managing interruptions

TM & others

If interrupted...**DON'T** say:
"I've got this report to finish"
(paper)

DO say:
"I promised this for Alex by 3pm"
(person)



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saying 'no'

TM & others

Avoid sticky fingers



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saying 'no'

TM & others

- A** acknowledge the request
- S** say 'no' – give reason
- S** suggest the next best alternative



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Time Management as a Manager


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deadline vs. duration

TM as a manager

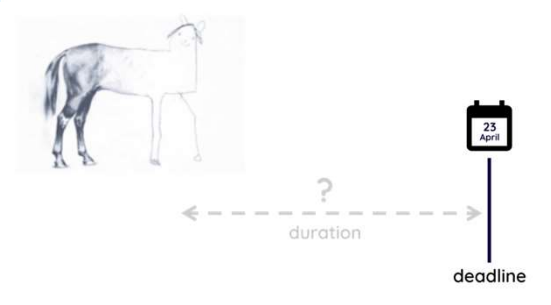


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deadline vs. duration



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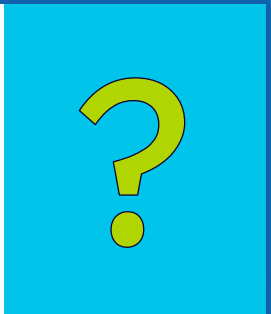
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estimating durations

TM as a manager

How long will it take?



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time = money

Time = £££	Situation
?	A

TM as a manager

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time = money

But if...	Situation
?	A

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time = money

Jenny want to do a good job so...	?
A	=

TM as a manager

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Prioritising Principles

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prioritising

<p>Group Activity</p> 	<p>Identify the main issues you have with managing priorities</p> <p>...Be ready to report them back to the full group</p>
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prioritising

<https://effective.vision>

for more quotes, visit

“ Nobody is too busy, it’s just a matter of priorities. ”

creating capable, confident & committed people

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Slide 60

ACO I switched them to normal sequenced animations

Anna Cox, 2023-03-14T14:19:05.643

what, why & how

What, Why & How

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what, why & how

prioritising

Group Activity



Provide a single sentence that defines or explains what 'priority' means.

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what, why & how

prioritising

Why do priorities matter...

... at work?



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what, why & how

prioritising

Why do priorities matter...

... at home?



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what, why & how

prioritising

Group Activity



Discussion:

How do you decide priorities?

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what, why & how

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What?

- What matters most?

Why?

- Urgent? Important?

How?

- Work? Home?
- Who decides?

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what, why & how

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What?

- Clarity
- Focus

Why?

- Logic/Reason
- Motivation

How?

- Basis for daily/weekly plan
- Helps convert 'to dos' into plan/schedule

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what, why & how

prioritising

What?

... decisions should be based on:

Why?

- Impact on bottom line
- Risk

How?

- Dependencies
- Fret factor

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what, why & how

prioritising

What?

... decisions should **NOT** be based on:

- Personal preference
- Queue order
- Variety
- Source
- Urgency

Why?

How?

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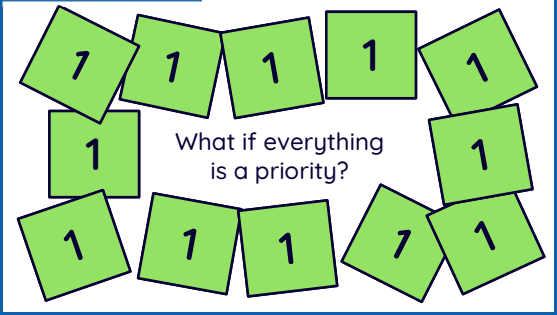
Dovetailing Priorities

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dovetailing priorities




What if everything is a priority?

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dovetailing priorities



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dovetailing priorities



Pebbles
Tasks with average importance

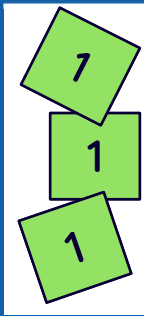
Sands
Small, less important tasks

Rocks
Big, important tasks

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dovetailing priorities



→ schedule

Find most suitable time.

1 for the day/week does NOT have to be done first.

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Busy or Effective?

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busy or effective?

<https://effective.vision>

“Being efficient without regard to effectiveness is the default mode of the universe.”






Tim Ferriss

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busy or effective?

busy	productive	effective
		
So you did a lot of 'doing'...  	... what have you got to show for it?	... did it work? ... impact? ... bottom line?

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busy or effective?

busy	productive	effective
		
Should it really have been yours' to do?	... what have you got to show for it?	... did it work? ... impact? ... bottom line?

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Slide 78

ACO Image quality isn't great - I've pasted a bunch of alternatives below, or we can just use this one or I'll make one from scratch... any thoughts?

Anna Cox, 2023-03-14T14:53:23.413

ACO 0 Don't necessarily have to do this before Thursday

Anna Cox, 2023-03-14T14:53:54.904



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