

# Managing Work To Make the Most of Limited Time:

Getting Your Priorities Straight!

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## Why is this a "hot" topic?

- Write down three things that frustrate you about time & your work day:
  1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_
- What do you think is your major "time management" fault?  
\_\_\_\_\_

## Share with others:

- Groups of 3 or 4 –
  - Need a recorder
  - Need a spokesperson
- Individually list your major time use frustrations.
- In the group, identify the 2 or 3 that collectively you consider the biggest problems.
- Brain-storm ideas about how to diminish the negative impact of these few on you & your time.
- Share two good ideas with the whole group when we reconvene.

## Time cannot be managed!

- We cannot control time --- 60 seconds, 60 minutes, 24 hours, 7 days, 12 months, etc.
- We can only control ourselves.
- We have a built-in “service philosophy” but we can set the parameters.
- We can learn to say “no” to others & ourselves.
- We can be more realistic about how long something takes us.
- We can get a grip on how we really spend our time and then change it.
- We can stop procrastinating & start doing.

## Let's make a pie:

### Typical week in the library - - -

- Telephone
- Email
- Meetings
- Collection development
- Public service
- Cataloging
- Administration
- Planning & thinking
- Other?



What do you think it should look like? How might you change it?

## Understand how you really use your time by . . .

Do a "time use" study on yourself.

Track your time in 15 minute intervals (desk audit) for a week or two. What does it tell you about how you really spend your time? (use a timer)

Make a new pie chart that really reflects how you spend your time.

Compare your guess pie chart, your real pie chart and your ideal pie chart.

What has to change? How are you going to change it/you?

# Identify your energy cycles

Early morning is the best time for me to \_\_\_\_\_

And the worst time for me to \_\_\_\_\_

Mornings are the best time for me to \_\_\_\_\_

And the worst time for me to \_\_\_\_\_

Afternoons are best time for me to \_\_\_\_\_

And the worst time for me to \_\_\_\_\_

Evenings are best time for me to \_\_\_\_\_

And the worst time for me to \_\_\_\_\_

Late at night is best time for me to \_\_\_\_\_

And the worst time for me to \_\_\_\_\_

# When energy is flagging . . .

- Eating high energy snack
- Taking a brief break
- Taking a cat nap
- Stretching
- Exercising
- Changing activities
- Reviewing my goals
- Reviewing my to do list
- Other?



## Strategies -- what do you do that helps you?

Consider and share:

What do you do that works for you?

Why does it work for you?

Make notes of suggestions, star the ones you might think about later.

## What strategies have you heard about using?

A good idea you have not yet tried?

What has stopped you from trying it?

Ask yourself:

Is it a control issue?

A perfectionism issue?

A procrastination issue?

A fear of failure issue?

A failure to "believe" in solutions from others?

A fear of change?

A fear of becoming someone else, someone you don't want to be?

You are afraid it will take more time than it will save?

Other reasons?

## Tell us your mission . . .

In other words, what do you hope to accomplish in your job?

Can you articulate that in a phrase or sentence?

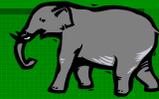
Can you tie the way you spend your time to this mission? If not, why not? What can you do to change your use of time?

## Priorities matter!

Deadline Mission 	Urgent	Moderately Urgent	Not Urgent
Important			
Moderately Important			
Unimportant			

## Some great ideas!

Eat a little “elephant” every day!



Delegate – give others a gift to grow!



Keep “mission-critical” tasks foremost.



Be flexible: bend don't break.



## Let's make a plan:

Refer to your 3 most frustrating things. \_\_\_\_\_

Decide if there is anything you can do to reduce their impact on you & your time.

Are you willing to do it? Why or why not?

When will you do it?

Refer to your list of good suggestions.

Pick 2 that you want to try.

Decide when you will try them.

Decide how long you will persevere with the trial.

How will you know if this strategy is successful?

# The rest is up to you!

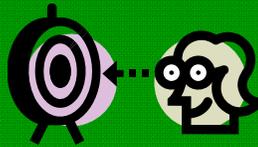
Take 15 min. every day to clear the decks:

File & put things away

Examine your plans for the day (appointments, meetings, to-do list, etc.)

Revise, reduce, adjust, get a grip

Begin the day with purpose & focus.



*Thanks,  
Mary*