



Time Management

New Leader Online Training April 2017



Overview of Session

- **Reflection on Time Management's service to Servant Leadership**
- **How To Do the To Do!**
- **Benefits of Prioritization awareness**
- **Calendars/Inboxes as tools, not burdens**
- **Weekly Planning How To**

Reflection: Time Management at the service of Servant Leadership

Put First Things First

In **Steven Covey's 7 Habits of Highly Effective People**, the 3rd Habit is:

Put First Things First.

It's called the **Habit of Integrity** because it's based on the principle that effectiveness requires the integrity to act on your priorities.

Paradigm with which we see: I put important things first, not just urgent things.

Paradigm

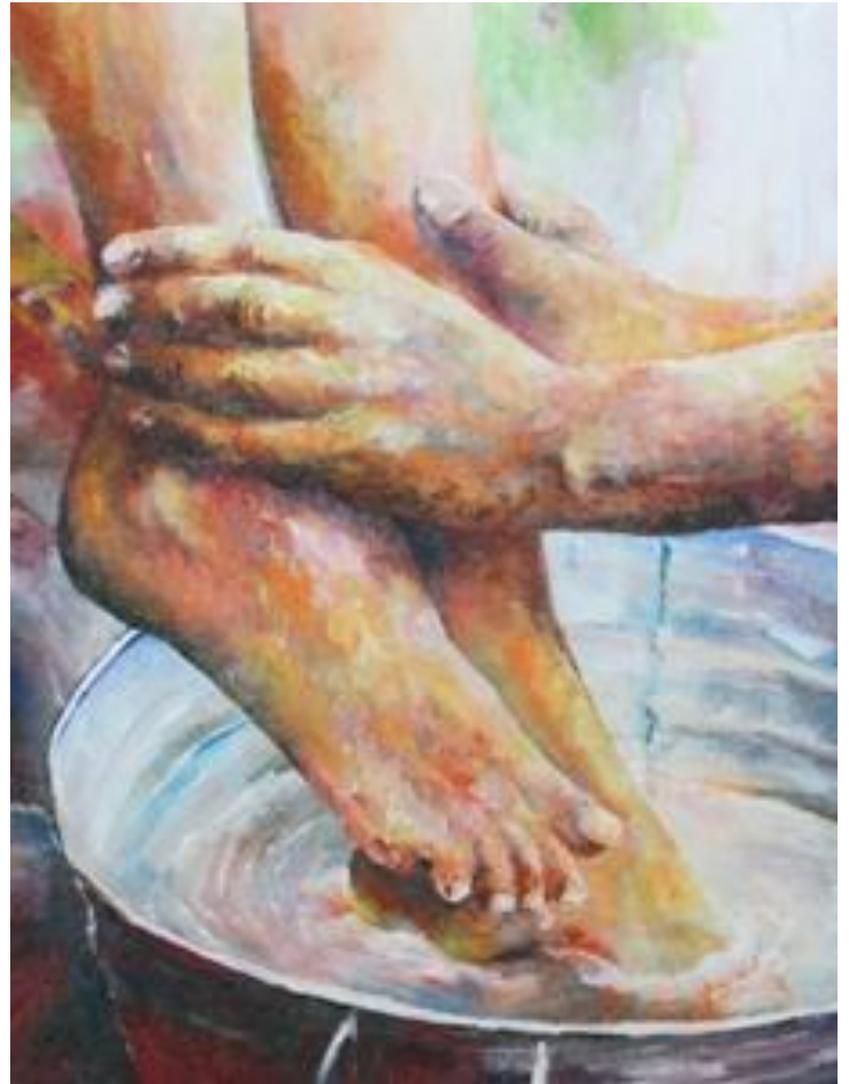


How does time management enhance Servant Leadership?

By practicing time management skills, we identify our priorities and commit our time to what's important.

For reflection later: **How do you see time management at the service of Servant Leadership?**

How does poor time management hinder it?



How to DO the TO DO!

How to Make a Complete To Do List:

- 1. COLLECT**
- 2. PROCESS**
- 3. ORGANIZE**
- 4. REVIEW**
- 5. DO**

I. COLLECT

Collect all the things that need to get done—now, later, someday, big, little, or in between, into a logical and trusted system outside of your head and off your mind.

As soon as you attach a “should,” “need to,” or “I want to,” to an item, it becomes incomplete and must be collected.

2. PROCESS

Discipline yourself to make front end decisions about all the “inputs” you let into your life so you always have a plan for “next actions” to implement or renegotiate at any moment.

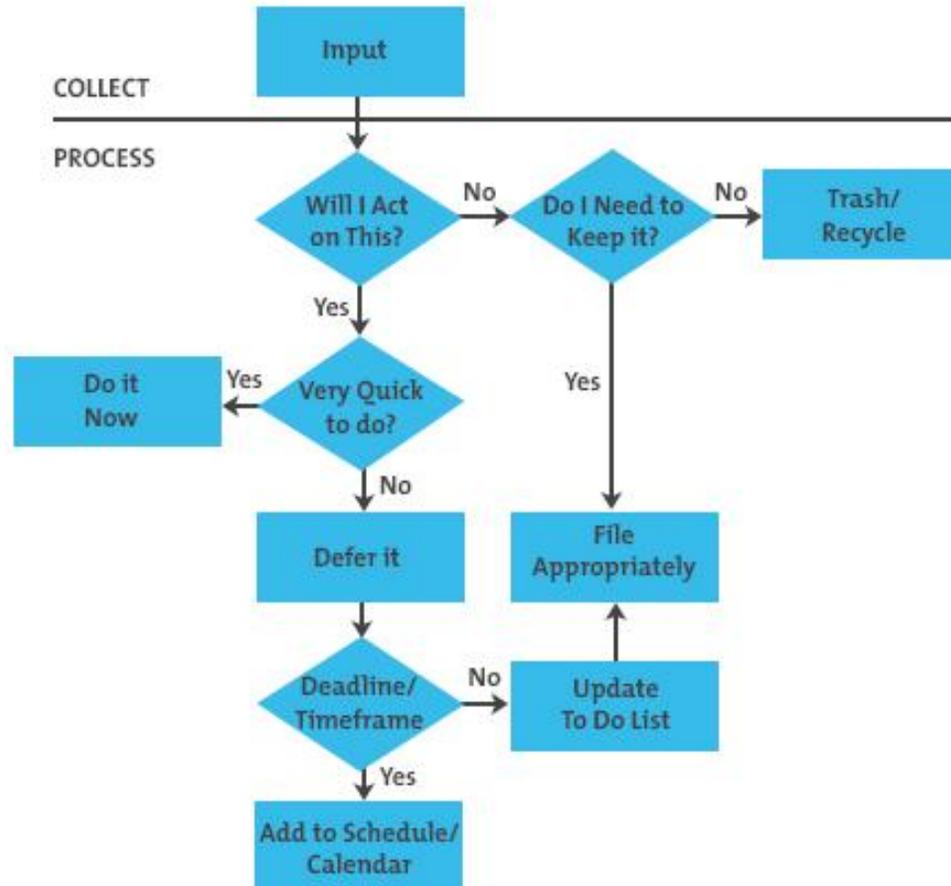
**Ask Yourself:
Is it Actionable?**

No: Trash / Someday Maybe / Reference

Yes: Determine Next Action and

Do It / Delegate it (waiting on) / Defer it

Visual of PROCESS step:



3. ORGANIZE

Non actionable items go to:

- a.) Trash**
- b.) Tickler file to be reminded to reassess later (Someday/Maybe or “Not Yet”)**
- c.) Reference file**

Actionable items:

- a.) List of Projects (overview of whole scope)**
- b.) Calendar for time or day specific actions**
- c.) Next Actions list or d.) Waiting For list**

4. REVIEW

Weekly Review

Use weekly review to gather and process new “stuff” from the week and update lists.

Review Projects list, active project plans, Calendar, Next Actions List, Waiting for, and Someday/Maybe.

Delete (and celebrate!) completed actions.

5. DO

Choose what to do based on:

- Context
- Time Available
- Energy Available
- Priority (importance and urgency to be considered)

What are strengths and weaknesses of your current to-do tracking system?

What from this system might help?

Prioritization

Benefits of a growing awareness of how we prioritize our time.

URGENT

NOT URGENT

IMPORTANT

I

NECESSITY

II

EFFECTIVENESS

NOT IMPORTANT

III

DECEPTION

IV

WASTE AND
EXCESS

IMPORTANT

NOT IMPORTANT

URGENT

NOT URGENT

I

- Crises
- Pressing problems
- Deadline-driven projects, meetings, reports

II

- Preparation
- Prevention
- Planning
- Relationship building
- Re-creation
- Values clarification

III

- Needless interruptions
- Unnecessary reports
- Unimportant meetings, phone calls, mail, e-mail
- Other people's minor issues

IV

- Trivia, busywork
- Irrelevant phone calls, mail, e-mail
- Time-wasters
- "Escape" activities
- Excessive TV, Internet, relaxation

Live North of the Line

Reflection

How would a growing awareness of the way you prioritize time help you as a Servant Leader?

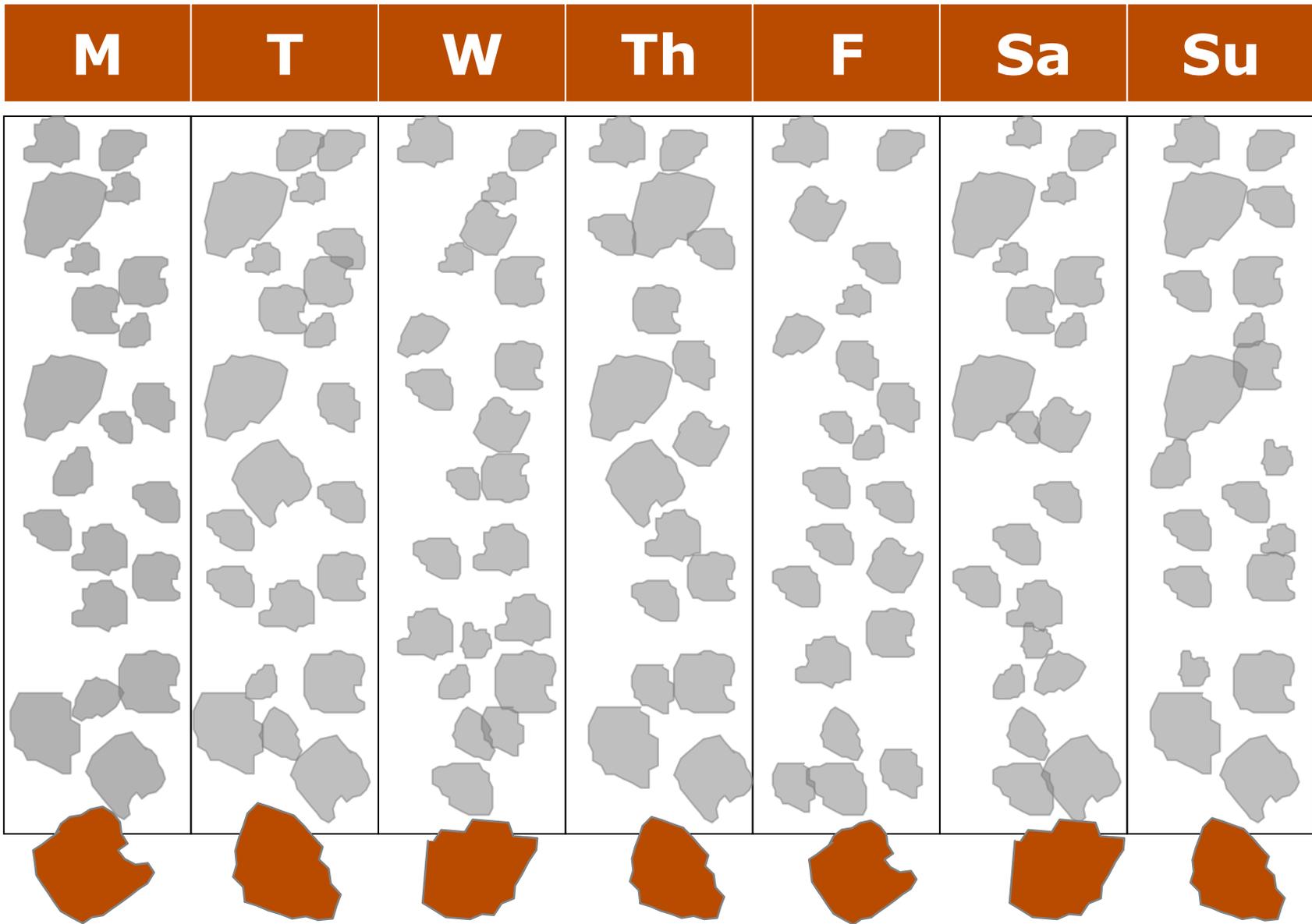
Would your team benefit from this exercise?

How can you commit to more time in Quadrant II?

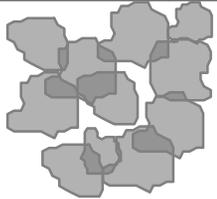
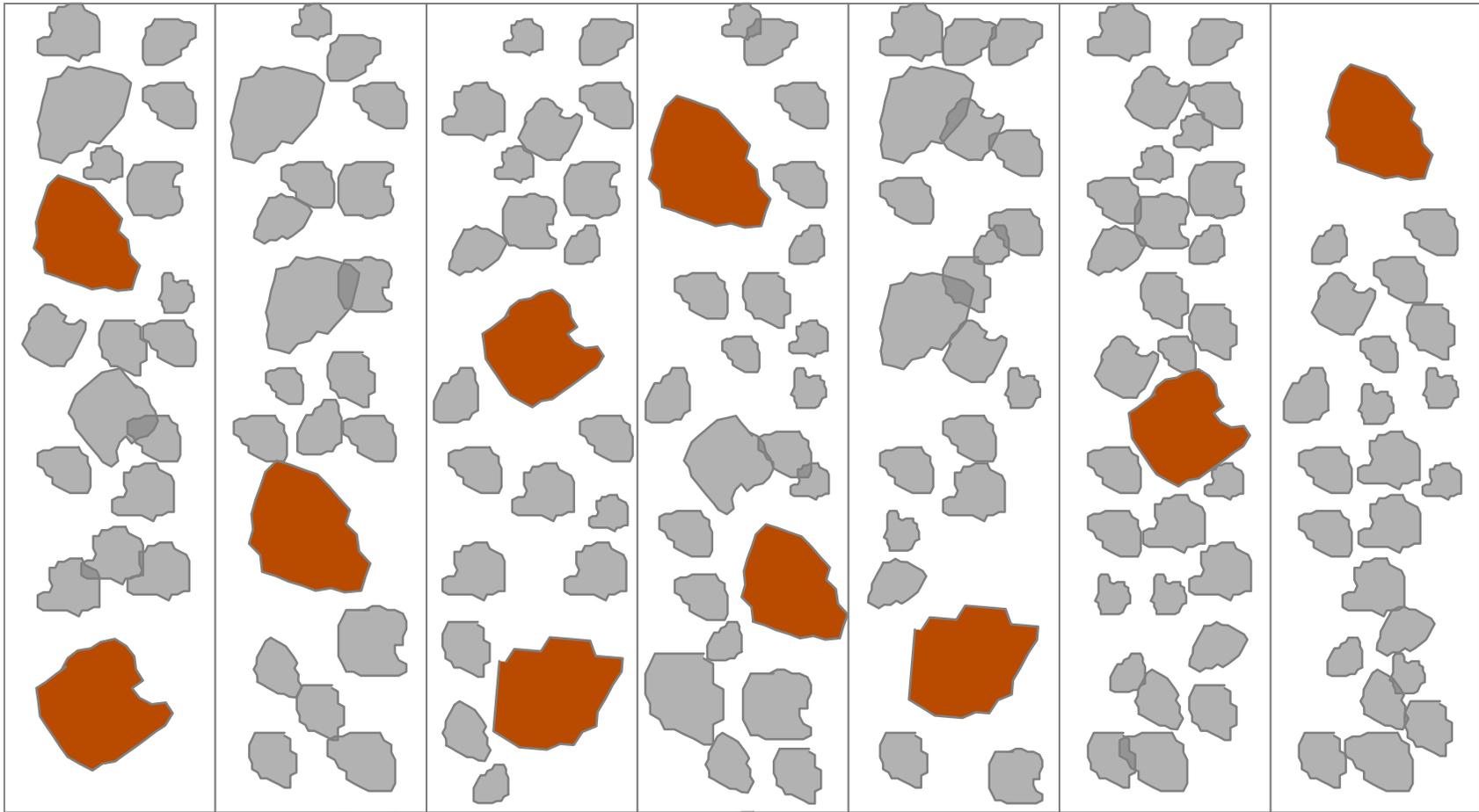
Calendars/Inboxes

What's the best use of calendars and inboxes?





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Weekly Planning

How to plan well.

Weekly Planning

- 1. Do your weekly review of your to do list, update it w/ action items from the week's meetings, delete completed items.**
- 2. Choose big rocks: *What's the most important thing I can do in each role this week?***
- 3. Schedule the week, using knowledge gained through weekly review. (don't forget repeating calendar items of sanity and balance.)**

Review and Conclusion

In an interview of Jean Vanier (A Human Future, Winter, 2013) ...

“I would say two things: Take time for silence. Every leader should take at least half an hour a day to be quiet and to meditate and to see inside of himself or herself the dangers that reside in wanting to have power, wanting to be stronger than others, and not really thinking about the gift that lies in their call. They need this time also to reflect on the mission they are called to, and to be humble in front of that mission.

Questions?



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