

Time Management and Minimizing Stress

Sunday, September 15, 2019
8:00 AM – 9:50 AM

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Do you ever feel like there's just not enough hours in the day to get everything done?

What's really keeping you from getting things done?

- External Blocks – What are some of the external issues that keep you from completing a task or managing your time well?
- Internal Blocks – What are some of the internal issues that drain your time management and energy.

Procrastination

Procrastination is a toxic force that keeps people from moving themselves and others forward. Here are some of the affects of procrastinating.

- Mental and physical clutter
- Delayed projects or results
- Frustration for not getting things done
- Snowball effect on others' workloads
- Missed opportunities
- Lack of ability to motivate others
- Ineffective teamwork
- Increased costs and lost productivity

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Procrastination is Usually a Sign of Something Else...

- A sign that the individual has not identified the clear next step. (Brain freezes or wanders)
- Being overwhelmed
- Fear of failure or fear of success
- Boredom and disinterest in the task or activity
- Being faced with an unpleasant decision/choice

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Decluttering Your Space and Your Mind

- Physical clutter as well as mental clutter destroys positive energy. And one can be a clue to the other. For example, a cluttered workspace can be a manifestation of emotional or mental clutter.
- A person's clutter can negatively influence those around them. People may interpret clutter as being a sign of a person's incompetence, indifference or a lack of respect for resources and getting things done.

Time and Energy Wasters

- Wasting time (or a perception of wasting time) drains energy. A time waster can be external, like a phone interruption or internal, like frustration or anger because something didn't get done as expected.
- Anything that distracts you from using your time to accomplish a priority is a time waster.
- Even worrying about wasting time is a "time waster" and energy drainer.

Perfectionism...

- Perfectionist tendencies can be tremendous time wasters.
- While a drive towards excellence (or perfection) can motivate you to achieve success, the law of diminishing returns (and energy) kicks in.
- If you are a perfectionist, work towards balancing a drive for perfection with the ability to get things done in the most time effective way.

4 Major Categories of Time Wasters

1. Lack of Planning/Goal Setting
(Direction)
2. Lack of Personal Organization/Self-Discipline
(Procrastination)
3. Lack of Self Management
(Taking on too much/Inability to Say No)
4. Lack of Control over the Environment
(Interruptions: Emails, Calls, Meetings)

- Successful leaders are not only effective in **maintaining organization** and **self-management**, but are also effective in **leading** and **inspiring** others to complete their projects and tasks on time with the highest quality.

The Focus Funnel

1. Eliminate
2. Automate
3. Delegate
4. Concentrate

Managing Projects and Tasks

- Effective leaders understand the importance of the **strategic** and **tactical** aspects of time management.
- A strategic perspective is focusing on the big picture and the larger projects that will enhance the mid- and long-term goals.
- The tactical approach to time management is focusing on the individual tasks that are to be completed within a week, day, or even the hour.
- It's important to be aware of and able to work in both dimensions in order to succeed.

Recognize Your Non-Negotiables

- Working and organizing your time according to your priorities is a healthy approach to getting things done.
- Within the set of priorities, there are those investments of time that are non-negotiable.

Delegating

- Successful leaders delegate effectively, as doing so frees up their energy and keeps their energy high.
- Effective delegation also increases the energy of others as it offers them an opportunity to contribute, potentially learn new skills, and help things run smoothly.

Saying “NO” and Setting Boundaries

- Boundaries are healthy tools for successful leaders. Boundaries clearly define who you are and what you’re about. They highlight priorities, values, and life’s/work’s “non-negotiables”.
- Working or living without clear boundaries, puts you at risk of over-committing, burn-out, or of creating misalignment in their lives.

What Does All This Really Mean?

We all have the same 24 hours in a day. No one has more time than someone else. People simply use their time differently.

But we all have:

24 hours

1,440 minutes

86,400 seconds

The question is, how will you use your time?

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Time Management Theory #1

One-Dimensional

Solution: Efficiency

The idea was to develop tools, technology, and tricks to help us get things done faster.

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Time Management Theory #2

Two-Dimensional

Solution: Prioritizing

This framework focuses on prioritizing tasks based on what is most important and what is most urgent. The downside to prioritizing is that you're never creating MORE time, just shifting where your time will go.

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Here's the Truth...

We can't solve today's Time Management problems with yesterday's Time Management thinking.

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Time Management Theory #3

Three-Dimensional

Solution: Significance

This new way of thinking adds on to Time Management Theory #2.

- Urgency – How soon will it matter?
- Importance – How much will it matter?
- **Significance – How long will it matter?**

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Modern Day To-Do List

- The **priority** driven Two - Dimensional thinker will ask:
What is the most important thing I could do today?
- The **significance** driven Three – Dimensional thinker will ask:
What can I do today that will make a difference tomorrow?

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Success vs Significance

- Success is everything you achieve and accomplish. Success is about everything you get to keep. Success is all about YOU.
- Significance is everything you achieve and accomplish for others. Significance is everything you give away or leave behind. Significance is all about OTHERS.
- When choosing how to spend your time, use the Focus Funnel and consider significance over success.

AIM Smart Plan

Identify your 6 Month Goal:

Create Your Aim Smart Plan:

Using your 6 month goal, and working backwards, what do you need to do each month for the next 6 that will get you moving towards your goal.

Month	Actions	Target Date
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Turn Monthly Goals into Weekly Goals

1. Using each month's action item(s), break the monthly goals into weekly goals.
2. Starting with the first weekly goal, use the AIM part of goal setting.
 1. What is the **A**ceptable minimum (the least you can do) to move forward?
 2. What is the **I**deal (the most you can do) to move forward?
 3. What is the **M**iddle (a reasonable stretch goal for you at this time) to move forward.

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Complete the Online Evaluation

Up Next...

- **10:15 am-11:30 am** –
*Opening General Session with
Tony Hsieh in Mandalay Bay
Ballroom EFGH*
- **11:30 am-5:00 pm** – *NECA
Show Hours*



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