

Hi there!

Please scan this code
to take a quiz before
we get started.

Or visit

<https://tinyurl.com/mascdquiz>



Make Time for the Important Things

Strategies for Time Management, Productivity and
Offloading the Unimportant Things



Jen Nelson, MASCD
2022 NACD Northeast/MASCD Annual Meeting
August 31, 2022



Agenda

1. Set your goals and priorities
2. Break big goals down into manageable projects
3. Make the time to get it done-
time management tools &
techniques



What is your #1 time management challenge?

- Competing priorities
- Distractions
- Coordinating among partners, board and staff
- I try to do it all myself
- Can't say no
- Something else...





Setting Your Goals

- Picture the next 12 months.
- What are **5 things** that you'd like to accomplish?
- Write them down.



SMART Goals



SMART Goals

Instead of:	SMART Goal:
Fix up the house.	Get the house ready to list on Airbnb by October within a budget of \$50,000.
Get better at delegation.	Go through to-do list on a weekly basis and identify projects & tasks that can be delegated to someone else.
Run a half marathon.	Run the Susquehanna River Running Festival Half-Marathon on September 24.
Increase funding for my organization.	Identify and secure funding for one new project/program/partnership by the end of the year that aligns with our organization's goals.
Increase outreach to elected officials.	Coordinate and execute one outreach event for cooperators and elected officials to highlight the importance of funding for ag conservation by the end of the legislative session.



Setting Your Goals

- Choose one of the goals that you wrote down.
- Rewrite it as a SMART goal.





Create a Roadmap

- What individual steps need to take place to accomplish the goal?
- What milestones will help you know that you're making progress?
- Is there a deadline? Is it external or internal?



A blurred background image showing two people in a meeting. One person is standing and pointing towards a screen or whiteboard, while the other is seated and looking towards the screen. The scene is brightly lit, possibly from a window, creating a soft, out-of-focus effect.

“Outreach to elected officials.”

- SMART Goal = Quarterly Goal:
 - Coordinate and execute one outreach event for cooperators and elected officials to highlight the importance of funding for ag conservation.
- Monthly Projects:
 - Determine the who/what/where/when/why. Consider legislative calendar & conflicts, budget, kind of event, invite list and how to prep participants.
- Weekly Projects:
 - Contact venue/caterer/bus company, etc.
 - Send out invitations
 - Create a list of questions/conversation prompts and share with cooperators

“Increase funding for my organization.”

- SMART Goal = Quarterly Goal:
 - Identify and secure funding for one new project/program/partnership that aligns with our organization’s goals.
- Monthly Projects:
 - Brainstorm needs & ideas at next board meeting. Select one project/program to pursue.
 - Discuss the idea with 3 potential partners/funders.
 - Research potential funding sources.
 - Host an advisory group meeting of cooperators.
- Weekly Projects:
 - Draft project description, budget, timeline, milestones.
 - Create article for newsletter to recruit cooperators.



The Week in Review

- At the end of every week, month and quarter- review the top 3-5 actions that you identified at the beginning of the period.
- What did you accomplish? (Take a minute here!)
- What didn't get done? Why?
- What needs to happen in the next week/month/quarter to check those boxes off?

By Productive Flourishing; Free planner pages at:
<https://www.productiveflourishing.com/free-planners/>

WEEKLY MOMENTUM PLANNER

Focus _____

THIS MONTH'S PROJECTS

What will you accomplish?

Project
1 _____
2 _____
3 _____
4 _____
5 _____

THIS WEEK'S PROJECTS

What projects will you focus on?

Project
1 _____
2 _____
3 _____
4 _____
5 _____

SCHEDULED EVENTS

What's happening this week?

Day	Event
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

DEADLINES

What needs to be finished?

Day	Project Chunk
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

WEEKLY DASHBOARD

List the project chunks you will focus on each day.

MONDAY	Priority	Planned Time	Actual Time
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
TUESDAY	Priority	Planned Time	Actual Time
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
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_____	_____	_____	_____
WEDNESDAY	Priority	Planned Time	Actual Time
_____	_____	_____	_____
_____	_____	_____	_____
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THURSDAY	Priority	Planned Time	Actual Time
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FRIDAY	Priority	Planned Time	Actual Time
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
SATURDAY & SUNDAY	Priority	Planned Time	Actual Time
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The Week in Review

- Review your to-do list:
 - Can anything be deleted?
 - Or delegated?
 - You do not have to finish everything you started!
- Identify your next week's top 3-5 items.

By Productive Flourishing; Free planner pages at:
<https://www.productiveflourishing.com/free-planners/>



WEEKLY MOMENTUM PLANNER

Focus _____

THIS MONTH'S PROJECTS

What will you accomplish?

Project
1 _____
2 _____
3 _____
4 _____
5 _____

THIS WEEK'S PROJECTS

What projects will you focus on?

Project
1 _____
2 _____
3 _____
4 _____
5 _____

SCHEDULED EVENTS

What's happening this week?

Day	Event
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

DEADLINES

What needs to be finished?

Day	Project Chunk
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

WEEKLY DASHBOARD

List the project chunks you will focus on each day.

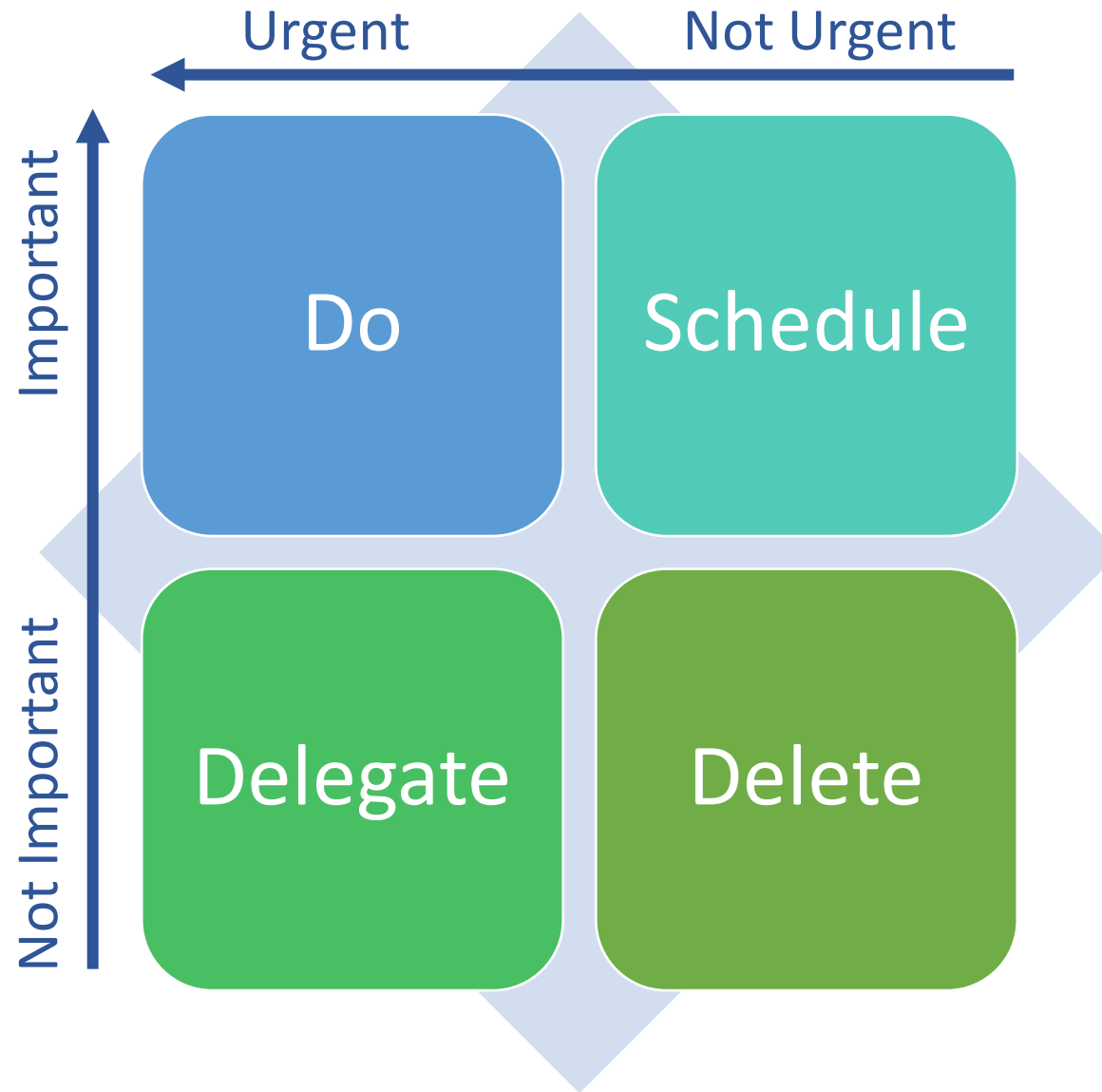
MONDAY	Priority	Planned Time	Actual Time
_____	_____	_____	_____
_____	_____	_____	_____
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TUESDAY	Priority	Planned Time	Actual Time
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SATURDAY & SUNDAY	Priority	Planned Time	Actual Time
_____	_____	_____	_____
_____	_____	_____	_____
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Taming the To-Do List

- List your current projects. Is it overwhelming?
 - What can you delete?
 - What can you delegate?
 - What can you reschedule?
- Add milestones and deadlines for existing projects to the planner. See where your time is already committed on a quarterly, monthly, weekly, daily basis, and where you have time available.
- Spread out your goals across the quarters in your year so that you're not trying to do everything at once.



Eisenhower Matrix



Delmarva Soil Summit Planning Committee

Below are the proposed time slots for this event. Paint over all that are good for you.

duration: 90 minutes

Mon 27 Dec	Tue 28 Dec	Wed 29 Dec	Thu 30 Dec	Fri 31 Dec	Sat 1 Jan	Sun 2 Jan	Mon 3 Jan	Tue 4 Jan	Wed 5 Jan	Thu 6 Jan	Fri 7 Jan	Sat 8 Jan	Sun 9 Jan	Mon 10 Jan	Tue 11 Jan	Wed 12 Jan	Thu 13 Jan	Fri 14 Jan
9:00 am	9:00 am	9:00 am	9:00 am	9:00 am			9:00 am	9:00 am	9:00 am	9:00 am	9:00 am			9:00 am	9:00 am	9:00 am	9:00 am	9:00 am
10:00 am	10:00 am	10:00 am	10:00 am	10:00 am			10:00 am	10:00 am	10:00 am	10:00 am	10:00 am			10:00 am	10:00 am	10:00 am	10:00 am	10:00 am
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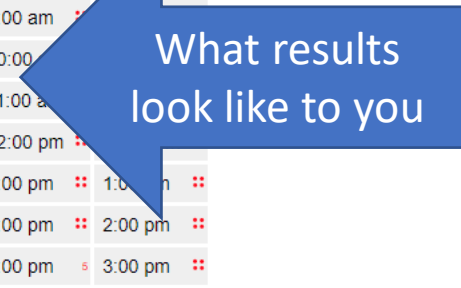


Simple, beautiful scheduling by YouCanBook.me
 Save time and money with customer bookings straight into your calendar. Scheduling solved.
[Sign up for FREE](#)

Your name:
 Comments:

Delmarva Soil Summit Planning Committee

Mon 27 Dec	Tue 28 Dec	Wed 29 Dec	Thu 30 Dec	Fri 31 Dec	Sat 1 Jan	Sun 2 Jan	Mon 3 Jan	Tue 4 Jan	Wed 5 Jan	Thu 6 Jan	Fri 7 Jan	Sat 8 Jan	Sun 9 Jan	Mon 10 Jan	Tue 11 Jan	Wed 12 Jan	Thu 13 Jan	Fri 14 Jan
9:00 am	9:00 am	9:00 am	9:00 am	9:00 am			9:00 am	9:00 am	9:00 am	9:00 am	9:00 am			9:00 am	9:00 am	9:00 am	9:00 am	9:00 am
10:00 am	10:00 am	10:00 am	10:00 am	10:00 am			10:00 am	10:00 am	10:00 am	10:00 am	10:00 am			10:00 am	10:00 am	10:00 am	10:00 am	10:00 am
11:00 am	11:00 am	11:00 am	11:00 am	11:00 am			11:00 am	11:00 am	11:00 am	11:00 am	11:00 am			11:00 am	11:00 am	11:00 am	11:00 am	11:00 am
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3:00 pm	3:00 pm	3:00 pm	3:00 pm	3:00 pm			3:00 pm	3:00 pm	3:00 pm	3:00 pm	3:00 pm			3:00 pm	3:00 pm	3:00 pm	3:00 pm	3:00 pm
4:00 pm	4:00 pm	4:00 pm	4:00 pm	4:00 pm			4:00 pm	4:00 pm	4:00 pm	4:00 pm	4:00 pm			4:00 pm	4:00 pm	4:00 pm	4:00 pm	4:00 pm



- Options
[send more invites](#)
[add response](#)
[edit event](#)
- Responses
[Kevin Antoszewski](#)
[Debbie Absher](#)
[Amanda Cather](#)
[Lisa Garfield](#)
[steve darcey](#)
[Elizabel](#)

Finding the time to do focused work

- Put it on the schedule
- “No Meeting Tuesdays”
- Plan a “power hour”.
- Allow more time than you think you need, until you get better at estimating.
- Shut your door.





Keys to Successful Delegation

- Context for the task- why is this important?
- Vision for the task
- Clarity & specificity about parameters for the task
 - Budget
 - Timeline
 - Level of authority to make decisions

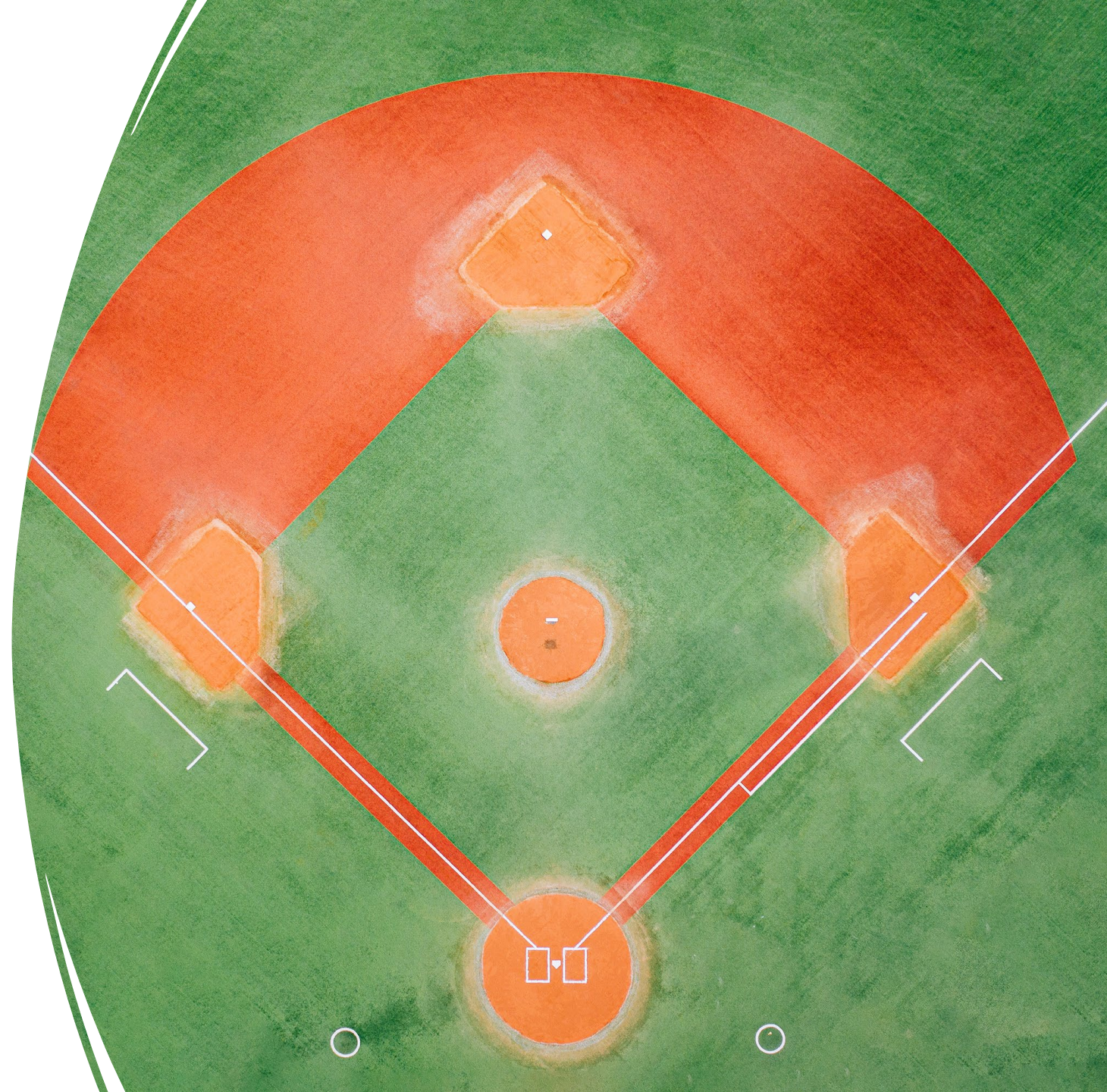
What is “Fake Work”?

- Work that you enjoy
 - that you use to procrastinate
 - from doing other work that’s a better use of your time
- On the Eisenhower Matrix, this work is neither urgent nor important (so spend your time judiciously...)



Stop Multitasking

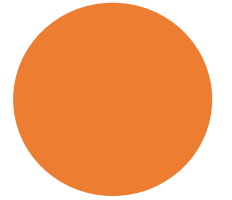
- Less efficient than focusing on a single task
- Lowers your IQ!
- May have a permanent impact on your ability to focus in the future.



We are distracted...

The average person
checks their email 15
times per day.

(And checks their phone
344 times per day!)





Limiting digital distractions

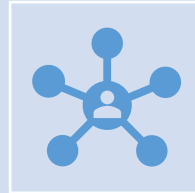
- Don't leave your email browser tab open
- Check email a few times per day
- Don't start your day with email
- Use labels
- Cull your subscriptions
- Set expectations on times and best ways to reach you
- Turn off push notifications

Putting out fires

- The unavoidable will still happen.
- The goal is to have fewer fires, and to purposefully, intentionally rearrange your schedule when they do come up.



Dealing with distractions



Some distractions are good-organic interactions are vital for collaborative work!



Can you manage the timing?

Working at the Office vs Working Remotely

Office

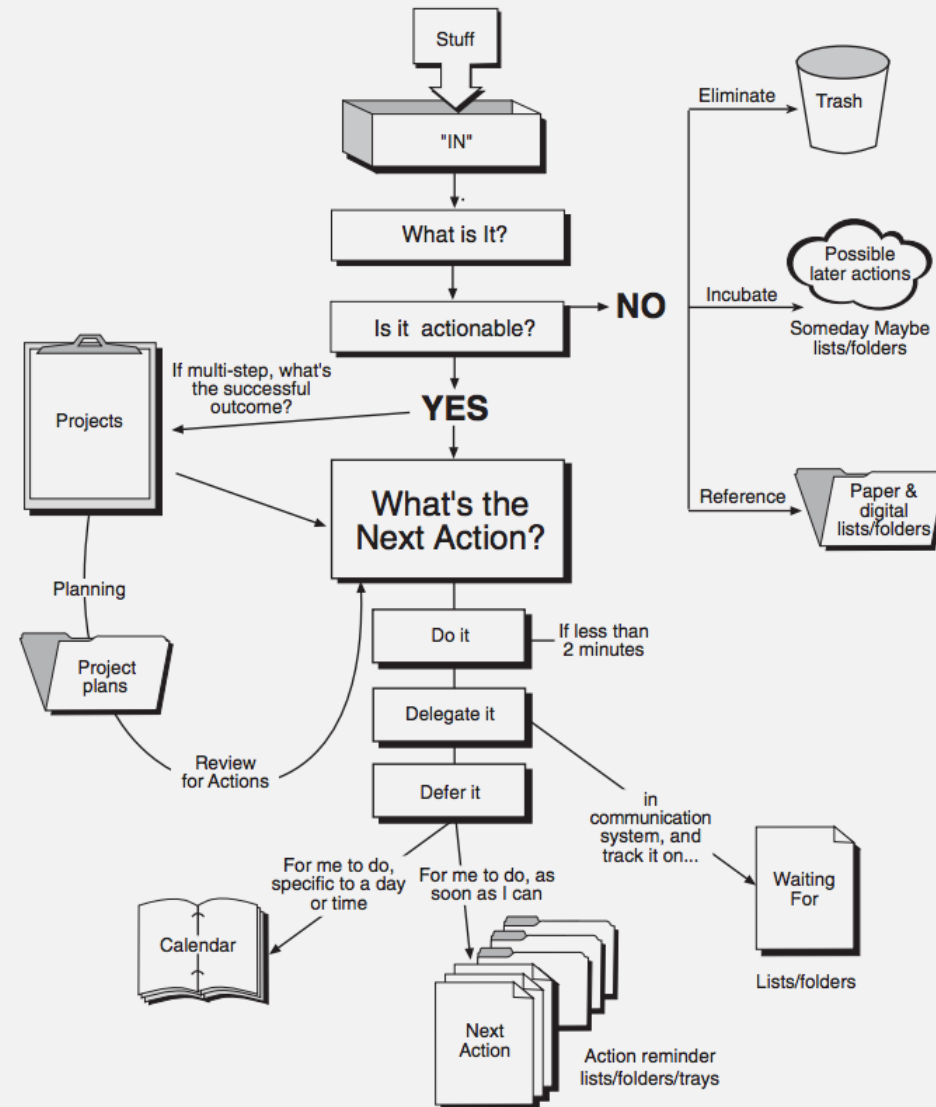
- Fewer distractions from kids, pets, chores, etc.
- Easier access to files, networks
- Easier access to manager, coworkers for quick questions & collaborative projects
- Important for team-building and interpersonal relationships

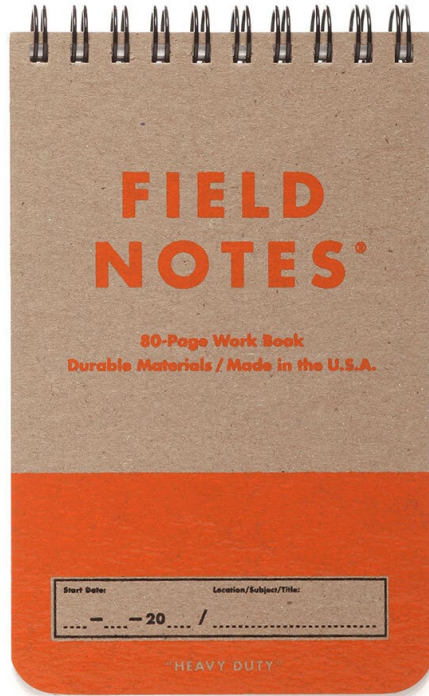
Home

- Fewer distractions from coworkers
- Better able to control environmental conditions- lighting, temp, sound, etc.
- No commute (but also no down time between work and home)



Use the
 “Getting Things
 Done”
 Workflow to
 evaluate
 incoming stuff.





Have a place to capture ideas and tasks

- Don't try to remember all the things
- What's the most convenient way for you to have something with you at all times?
 - Sticky notes?
 - Planner?
 - Pocket notebook?
 - App?



Have the Right Meetings



Have a clear agenda and purpose.



Can it be a phone call?



How many people? Not too few, not too many.



Do I need to be at this meeting?



(It's ok to decline a meeting if you don't think that you can contribute to the goals and objectives of the meeting.)



Ask for more details



When does something need to be synchronous? When is an asynchronous meeting appropriate?

A photograph of two women sitting at a wooden table in a meeting. The woman on the left is older with short grey hair, wearing a light-colored sweater. The woman on the right is younger with dark curly hair tied back, wearing a brown top. They are looking at each other and talking. On the table are papers, a tablet on a stand, and a patterned glass. The background shows a window with a brick wall outside.

Purposeful 1 on 1 Meetings

- Pick a frequency to meet- biweekly? Doesn't have to be long- 15-30 minutes is fine.
- Have a standard agenda.
- Have the report prepare the agenda ahead of time.
- How are they progressing toward quarterly goals?
- Is there any place that they need your help?
- Are there any decisions that you need to make?

Let's talk about boundaries...

EUROPEAN OUT-OF-OFFICE:

I'M AWAY CAMPING FOR THE SUMMER. PLEASE EMAIL BACK IN SEPTEMBER.

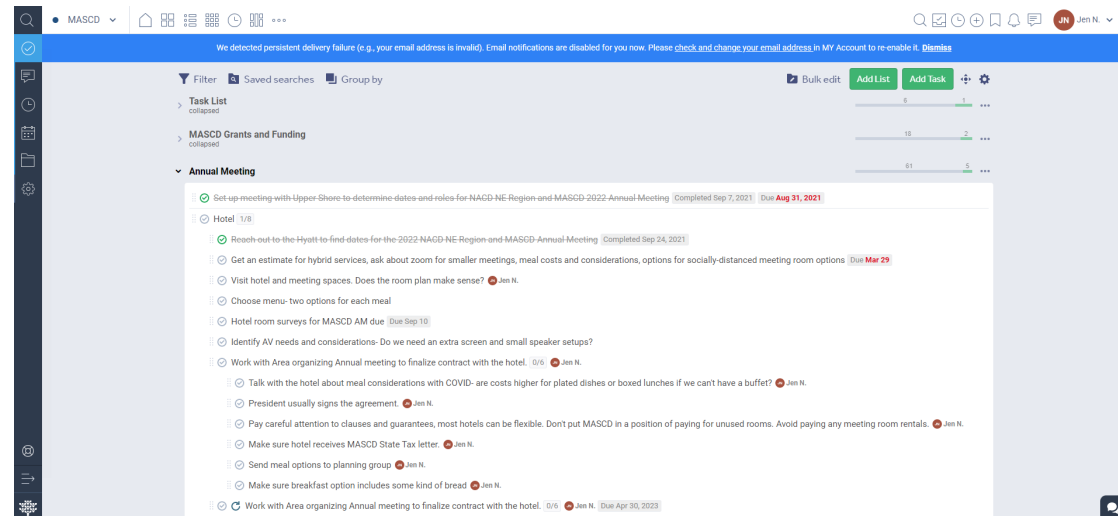
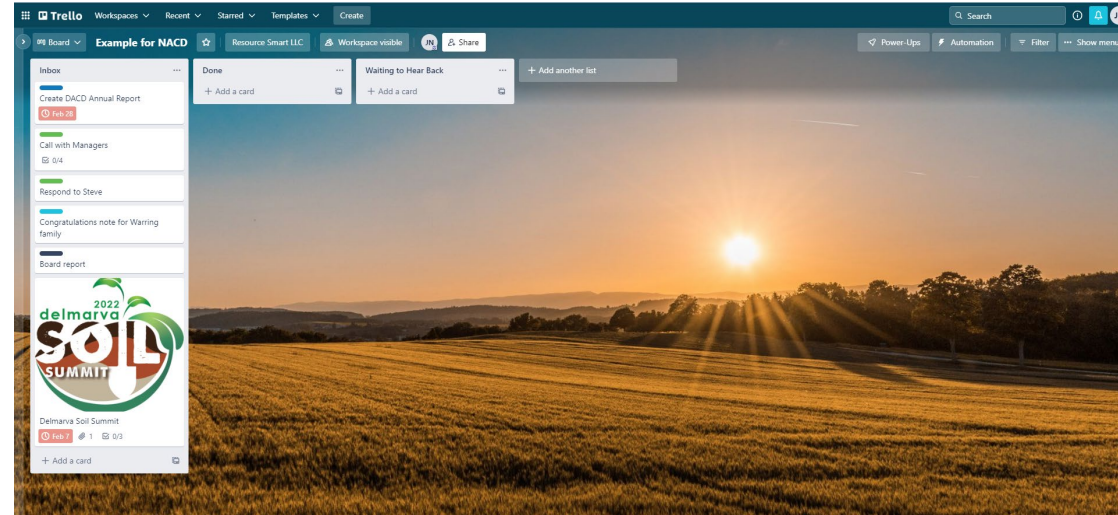
AMERICAN OUT-OF-OFFICE:

I HAVE LEFT THE OFFICE FOR TWO HOURS TO UNDERGO KIDNEY SURGERY BUT YOU CAN REACH ME ON MY CELL ANY TIME.

Use boundaries and constraints to make the most use of work hours so that work doesn't creep into mornings and evenings, weekends and vacation.

Can't stop working?

- You don't set boundaries
- You don't go through your calendar and tasks
- You need outside interests



MONTHLY MOMENTUM PLANNER

Focus _____

THIS QUARTER'S PROJECTS What will you accomplish this quarter?		WEEK 1	
1	_____	1	_____
2	_____	2	_____
3	_____	3	_____
4	_____	4	_____
5	_____	5	_____
THIS MONTH'S PROJECTS What will you accomplish this month?		WEEK 2	
1	_____	1	_____
2	_____	2	_____
3	_____	3	_____
4	_____	4	_____
5	_____	5	_____
SCHEDULED EVENTS What's happening this month?		WEEK 3	
Date	Event	1	_____
		2	_____
		3	_____
		4	_____
		5	_____
EMERGENT PROJECTS What projects emerged this month?		WEEK 4	
		1	_____
		2	_____
		3	_____
		4	_____
		5	_____
NOTES		WEEK 5	
		1	_____
		2	_____
		3	_____
		4	_____
		5	_____

Strategies in Review

1. Set SMART goals.
2. Break big goals down into manageable projects.
3. Label tasks as “Do”, “Schedule”, “Delegate” or “Delete”.
4. Review task list regularly.
5. Look critically at your meetings.
6. Limit digital distractions.
7. Be intentional with your time.



Resources

- Articles
 - [Multitasking Damages Your Brain And Career, New Studies Suggest- Forbes, October 2014](#)
 - [The Way You Check Email Is Making You Less Productive- Forbes, September 2016](#)
 - [Stop the Meeting Madness- Harvard Business Review \(July/August 2017\)](#)
- Podcasts
 - [Lead to Win- Episode #088: How to Delegate for Perfect Results Every Time](#)
 - [Lead to Win- Episode #075: How to Delegate Even if You Don't Have a Team](#)
 - [Lead to Win- Episode #074: Have the Right Meetings](#)
 - [The Manager's Handbook- Episode #1: Managing Yourself](#)
 - [The Manager's Handbook- Episode #5: Creating and Achieving Goals](#)
- Other
 - [Momentum Planner, from Productive Flourishing](#)
 - [Full Focus- Free Downloads](#) (includes Delegation Matrix)
 - [Getting Things Done, by David Allen](#)
 - [The Blog Relay- Downloadable Eisenhower Matrix Spreadsheet](#)