Supervising for Excellence

Participant Guide
## Table of Contents

- Time Management ....................................................... 3
- Conclusion/Wrap Up ................................................... 14
Course Objectives

Time Management

- Discuss barriers to time management.
- Identify strategies to improve time management.
- Identify daily/weekly/monthly required tasks of a supervisor.
- Create an action plan for implementing time management strategies.
Time Management

Key Points:

- “Busy” doesn’t always mean “effective.”
- Effectiveness = achieving the optimal return on effort.
- Managing your time well is the key to mastering your workload.
- Most people do not manage time well because:
  - They don’t know how to
  - They’re too lazy to plan (the most important part of time management)
  - They enjoy the rush of getting work done “just in time”
  - They enjoy crisis management (consciously or unconsciously)

Lost time is never found again.”
-Benjamin Franklin

How many of us spend our days just plowing through everything there is “to do”, getting distracted by the other things that come up, and then end our day thinking “what did I get done?”
Goal Setting

- Goal-setting is a technique used by professional athletes and high achievers in all fields.
- The process of setting daily, weekly, monthly, and even yearly goals clarifies what it is that you want to achieve, what you need to concentrate on, and what is a low level priority or even a distraction.

Setting sharp, clearly defined goals allows you to measure your success and rid yourself of the ambiguity of not knowing what you got done or how much is left to do.

- The process of setting goals and achieving them gives you confidence that you’ll be able to achieve higher and more difficult goals.

Goal statements should be SMART:
- Specific
- Measurable
- Attainable
- Relevant
- Time-limited
### Defining My Daily, Weekly, Monthly, and Yearly Goals

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<tr>
<th>Specific</th>
<th>Measurable</th>
<th>Attainable</th>
<th>Relevant</th>
<th>Time-bound</th>
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Two Daily Goals: ____________________________________________

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Two Weekly Goals: ____________________________________________

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Two Monthly Goals: ____________________________________________

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Two Yearly Goals: ____________________________________________

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Notes

Time Management

Planning and Scheduling
- How many of you have heard of the 80/20 rule?
- It means 80% of our effort generates as little as 20% of our results.
- This rule does not have to apply!

"Being busy does not always mean real work. The object of all work is production or accomplishment and to either of these ends there must be forethought, planning, intelligence and honest purpose, as well as perspiration. Seeming to do is doing nothing."

- Thomas Edison

"To-do" Lists vs. Action Lists
- "To-Do" lists are great organizational tools. They free our minds from having to remember everything it is we have to do.
- However, if the to-do list hasn't been concretized into actual action steps, the to-do list may still feel overwhelming.
Time Management

For example: “Get ready for conference presentation” - too vague and unmanageable.

Really think about what needs to be done and what your next action step is toward that task.

Maybe all that needs to be done immediately is “decide on topic, research articles”.

Once those tasks are done you can move on to defining the next step - “read articles, write outline for presentation”.

This breaks down a big, ambiguous task into manageable action steps. Knowing in specific terms what needs to be done allows you to feel more in control of your life.

Action List

A good action list states the next small action or behavior that needs to be done in order to move toward the goal of completing the task.

What to do with Action List?

- Do it (if it takes less than 2 minutes)
- Delegate it (if appropriate)
- Plan it in your schedule
**Time Management**

**Key Points:**

- Differentiate between *busy* and *effective*. Being busy means doing some work, being effective means *doing the right work at the right time*.

- Only you can know what work is the right work. You should recognize it as being the work that moves you closer to your goals.

- Once you’ve set your goals, you have a context for which to plan the tasks that you need to get done to achieve those goals.

- Move from daily “to do” lists to daily *Action Lists*.

- An Action List is a planned and focused list of the next actions that need to take place in order to move toward a goal.

- Compare these lists:
## Action Lists: Making Meaningful “To Do” Lists

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<thead>
<tr>
<th>Typical “To Do” List</th>
<th>Action List</th>
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Time Management

**Scheduling**

- Scheduling is where the aspirations of your goals and tasks on your action list meet the hard reality of the time you have available.

- Schedule everything you can!

**Scheduling** is the process of looking at time available and planning how to use it to achieve the goals and tasks you have identified.

- Scheduling properly can help you:
  - Define what can be realistically achieved
  - Plan to make best use of time
  - Devote time to things that MUST be done
  - Reserve contingency time for “unexpected”
  - Minimize stress by helping you avoid over-commitment

**Scheduling** is best done on a regular basis: every day or every week

Choose a format:
- Electronic PDA
- Paper-based organizer
- Calendars
- Computer software (e.g., Outlook or GoalPro)

Key things are:
- Enter data easily
- Be able to view an appropriate span of time at the level of detail you need

Go through the following steps to make your schedule:
1. Write in actions that MUST be taken first
2. Schedule 15 minutes a day for organizing your time
3. Review Action List and schedule as necessary
4. Block out contingency time - interruptions can’t be scheduled, but build in the time to give yourself the flexibility to rearrange your schedule as unexpected items arise
Tips for Time Management

♦ Schedule as much as possible.

♦ Scheduling is the process of looking at time available and planning how to use it to achieve the goals and tasks you have identified.

♦ Scheduling properly can help you:
  ⇒ Define what can be realistically achieved
  ⇒ Plan to make the best use of your time
  ⇒ Devote time to things that MUST be done
  ⇒ Reserve contingency time for “unexpected” interruptions
  ⇒ Minimize stress by helping you avoid over-commitment

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Additional Time Management Resources:

♦ Getting Things Done: The Art of Stress-Free Productivity by David Allen.

♦ The Complete Idiot's Guide to Managing Your Time by Jeff Davidson

♦ [http://www.adf.org/forums/tips.html](http://www.adf.org/forums/tips.html) (e-mail management)
Course Objectives

Conclusion/Wrap Up

- Express a personal mission and vision related to your new position as a supervisor.
- Choose a project using your supervisory skills and presenting a challenge or problem to be solved.
- Identify the details of the project you will complete for the Supervisory for Excellence Training.