



TIME VAMPIRES & HOW TO HACK THEM

Office of Human Resources, 2018

Competency: Effectiveness

WHY?

Identify

- What time vampires are and how to stop them

Apply

- Techniques and tools available

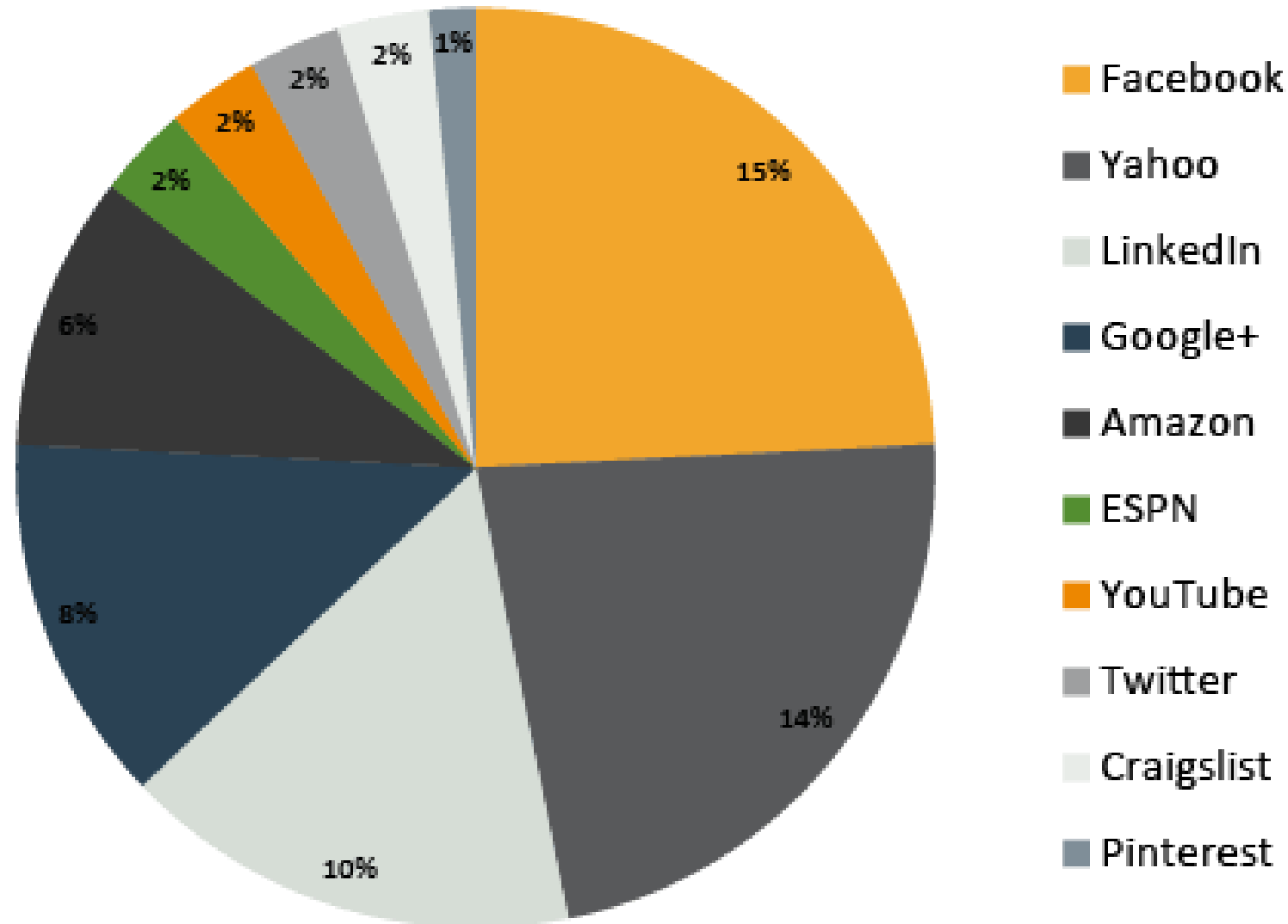
Time is about prioritizing.

Time is about ~~management~~.

HACKING

Managing something effectively and efficiently

Where do we waste time?





SOME PEOPLE
TALK TOO MUCH
AND SAY TOO
LITTLE.

Monday Morning Memo



- 1st 15 minutes
- Focus on PLANNING
- Manage your mood





- 28% of an average workday
- Turn off notifications (except for the boss!)
- Filter to folders, rules
- Create tasks/meetings from email
- Reduce fetch schedule

Optimize Meetings

- Why are you even here?
- Face to face essentials
- Agenda, structure
- Respect staff schedules
- Keep to the allotted time
- Identify signals to end meeting
- Meetings should generate ACTION





Pomodoro Technique

- Focus on a task for 25 minutes
- ZERO distractions
- Break for 5 minutes
- Start again

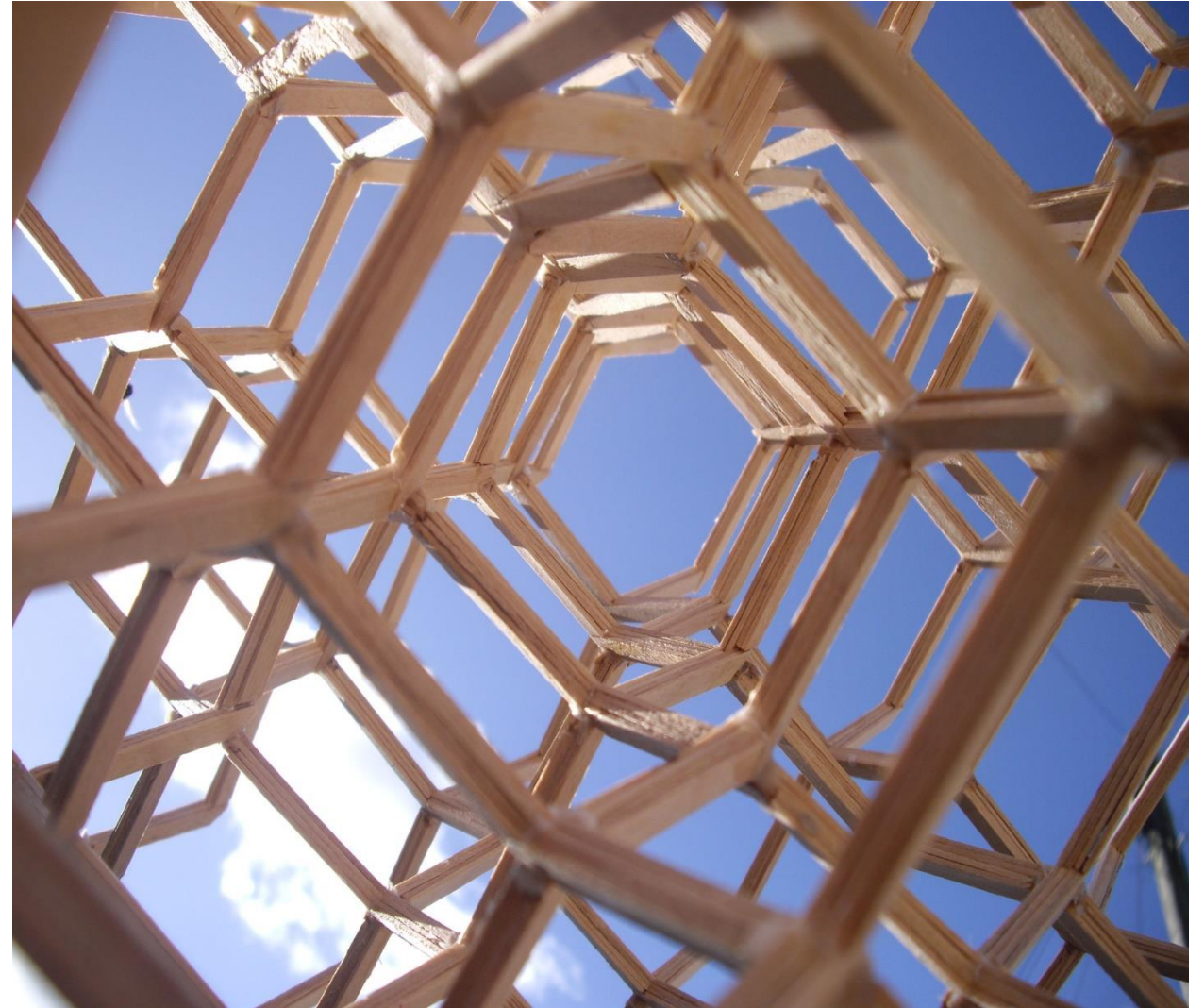


Distractions

- Turn off alerts/banners on cell phone
- Turn off email pop-ups
- Lower phone volume, send to voicemail
- Schedule a small conference room for project work

Frameworks

- Don't reinvent the wheel
- Use existing knowledge, templates as a foundation for a new prototype
- CPA -> Cut, Paste, Associate
- Automate routine tasks



Dead Time

- Walking to another office
- Walking across campus
- Waiting in line
- **Opportunities:**
 - Return calls
 - Check email



Schedule everything.

- Breaks
- Project work
- Email responses
- Responding to emails
- Returning calls
- Meeting preparation



Learning to say.....



- 3 commitments:
 - Energy, time, motivation
- Personal Life
 - No Drama!
 - Gossip Gremlins
- Professionally
 - Touch it once
 - 2 minute rule

TOOLS

Trello.com: Kanban Board - waiting, WIP, completed

Tomighty.org: timer for Pomodoro technique

Toptracker.com: timer for projects, tasks

RescueTime.com: where you spend time on the computer

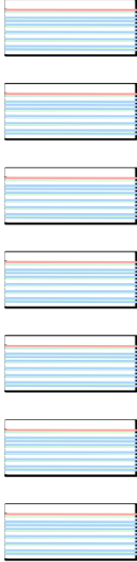
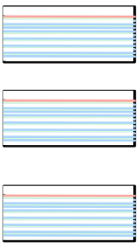

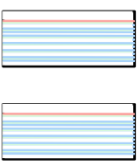

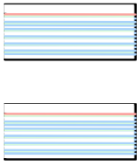
Boomerang: GMAIL automated reminders

Schedule Assistant: OUTLOOK scheduler, place to enter agenda



TOOLS: Trello.com

Personal Kanban Board So You Can Say No , Johanna's Detailed Board

This Week: To Do	Today:	In Progress	Waiting to Discuss	Waiting for Feedback	Done
					

TOOLS: Schedule Assistant

The screenshot displays the Microsoft Outlook Meeting Scheduling Assistant interface. The window title is "Summer catalog planning session - Meeting". The ribbon includes "Meeting", "Insert", "Format Text", and "Review". The "Meeting" ribbon contains several groups of options: "Actions" (Delete, Show), "Appointment" (Appointment, Scheduling Assistant), "Meeting Notes" (Meeting Notes), "Attendees" (Cancel Invitation, Attendees), "Options" (Busy, 15 minutes, Recurrence, Time Zones, Room Finder), "Tags" (Categorize), and "Add-ins" (Office Add-ins, Add-ins).

The main area shows a calendar grid for Thursday, November 5, 2015, and Friday, November 6, 2015. The time slots range from 8:00 AM to 9:00 PM. The "All Attendees" list on the left includes: Severine Smith, Kathy Krause, Suite Carr, Jaime Odel, and Jean Treney. The calendar grid shows various colored bars representing busy times for each attendee. For example, Severine Smith has a purple bar from 11:00 AM to 12:00 PM on Thursday and a blue bar from 1:00 PM to 2:00 PM on Thursday. Kathy Krause has a purple bar from 11:00 AM to 12:00 PM on Thursday and a blue bar from 4:00 PM to 5:00 PM on Thursday. Suite Carr has a purple bar from 11:00 AM to 12:00 PM on Thursday and a blue bar from 4:00 PM to 5:00 PM on Thursday. Jaime Odel has a blue bar from 1:00 PM to 2:00 PM on Thursday and a blue bar from 4:00 PM to 5:00 PM on Thursday. Jean Treney has a blue bar from 1:00 PM to 2:00 PM on Thursday and a blue bar from 4:00 PM to 5:00 PM on Thursday.

At the bottom, there are controls for "Add Attendees...", "Options", "Add Rooms...", "Start time" (Wed 11/4/2015 1:00 PM), and "End time" (Wed 11/4/2015 3:00 PM). A legend at the bottom identifies the colors: Blue for Busy, Purple for Out of Office, and Grey for Working Elsewhere, No information, and Outside of working hours.

Summer catalog planning session - Meeting

File Meeting Insert Format Text Review Tell me what you want to do...

Delete Appointment Scheduling Assistant Meeting Notes Cancel Invitation Attendees Bury 15 minutes Recurrence Time Zones Room Finder Categorize Office Add-ins

Actions Show Meeting Notes Attendees Options Tags Add-ins

i You haven't sent this meeting invitation yet.

To... Kathyr Krause; Sue Carr; Jaime Odell; Jean Treary

Subject Summer catalog planning session

Location Conference rooms Rooms...

Start time Wed 11/4/2015 1:00 PM All day event

End time Wed 11/4/2015 3:00 PM

Send

Room Finder

November 2015

Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	1
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

Good Fair Poor

Choose an available room:

None

Suggested times:

- 1:00 PM - 3:00 PM
No conflicts
- 1:30 PM - 3:30 PM
No conflicts
- 2:00 PM - 4:00 PM
No conflicts

Key Takeaways

- We are responsible for our own productivity.
- Identify what the interruptions are so you can block them.
- Maximize technology.
- Create a personal “NO drama” policy.
- Avoid the “gossip gremlins”.
- Be assertive but respectful!
- Schedule everything. Seriously.

