Take Your Work to the Next Level

EASY TOOLS TO HELP YOU ORGANIZE & PRIORITIZE

Presented By:  Chloe Rambo  CR
Tips:

• Ask questions
• Start today
• Separate short-term from long-term
• Think about YOU
Part I: Time Management
“Until we can manage time, we can manage nothing else”

- Peter Drucker
Methods to the Madness Management

• Know and master your preferred workstyle

• Chart your “zone of genius”

• Try new things...and try old things
What’s Your Workstyle?

Know yourself to know your workflow.

- A personality test
  - StrengthsFinder
  - Enneagram
  - Meyers-Briggs
- Find your focus points & opportunities
ENFJ Type Strengths:
• Tolerant
• Reliable
• Altruistic
• Natural Leader

ENFJ Areas of Growth:
• Overly idealistic
• Too selfless
• Fluctuating self-esteem
• Struggle to make decisions
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• Overly idealistic
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• Fluctuating self-esteem
• Struggle to make decisions

Systemize:
• Make a work plan
• Schedule & protect my time
• Always have inspiration
• Talk to a mentor or trusted colleague
What’s Your Time Suck?

Identify your areas that could use improvement.

BONUS: Factor in your areas for growth.

• How do you spend your time now?
  • Time audit
  • Social media tracking
  • Schedule email response times
  • Focus on being proactive, not reactive

BONUS: Factor in your areas for growth.
Chloe’s Time Audit – February 10
6:00 – 1st alarm
6:15 – 2nd alarm
6:17 – Coffee x2 & social media scroll and check emails
6:30 – 7:00 – Get ready for day, pack lunch, make morning smoothie
7:30 – Leave (commute to work is 22 minutes)
7:52 – Arrive at work, get to office and get computer started
8:00 – Read/reply AM emails and looking at to-do list
8:24 – Get started on project from yesterday afternoon (set clock for 25 min), emails
8:59 – RE emails
9:05 – Continue project…prep for 9:30 meeting
9:30 - 10:35 – Meeting in my office
10:47 – 11:00 – Prep for 11:30 meeting, replying to emails
11:20 – 11:30 – Walking to meeting and emails on phone
11:30 – 1:27 – Meeting and walk back to office
1:30 – 2:30 – Eating lunch and read/reply to email
2:35 – 4:12 – Set up mail merge and other to-do list items, RE emails
4:15 – 5:06 – Finish project for Friday and prep tomorrow’s list…prep for gym
5:30 – 6:30 – Gym
6:30 – 11:30 – Dinner, clean house, journal or read
Chloe’s Time Audit – February 10

6:00 – 1st alarm
6:15 – 2nd alarm
6:17 – Coffee x2 & social media scroll and check emails
6:30 – 7:00 – Get ready for day, pack lunch, make morning smoothie
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9:30 - 10:35 – Meeting in my office
10:47 – 11:00 – Prep for 11:30 meeting, emails
11:20 – 11:30 – Walking to meeting and emails on phone
11:30 – 1:27 – Meeting and walk back to office
1:30 – 2:30 – Eating lunch and read/reply to email
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Chloe’s Time Audit – February 10 revised
6:00 – 1st alarm
6:15 – 2nd alarm
6:17 – Coffee x2 & social media scroll, check emails
6:30 – 7:00 – Get ready for day, pack lunch, make morning smoothie
7:30 – Leave (commute to work is 22 minutes)
7:52 – Arrive at work, get to office and get computer started
8:00 – Read/reply AM emails and looking a to-do list
8:24 – Get started on project from yesterday afternoon (set clock for 25 min)
8:59 – 5 min break, switch Outlook off
9:05 – Continue project...prep for 9:30 meeting
9:30 - 10:35 – Meeting in my office
10:47 – 11:00 – Prep for 11:30 meeting
11:20 – 11:30 – Walking to meeting
11:30 – 1:27 – Meeting and walk back to office
1:30 – 2:30 – Eating lunch and read/reply/archive email
2:35 – 4:12 – Set up mail merge and other to-do list items
4:15 – 5:06 – Finish project for Friday and prep tomorrow’s list...prep for gym
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Using Time Audit Data

• What am I doing that doesn’t need to be done?
• What am I doing that could be done more efficiently?
• What do I do that wastes others’ time?
• What am I doing that could be done by someone else?
Zone of Genius
Scheduling Yourself for Success

• Will this help me with my immediate task or goal?
• How can I systemize my day?
• How can I better organize my space?
• What do I need to learn to help with my tasks?
Part II: Tools of the Trade
“Efficiency is doing things right; effectiveness is doing the right things.”

- Peter Drucker
Personality

Preferred Workflow

Available technology

Office Dynamics

Personal Schedule

Needs from your Team/Boss

YOUR CAPACITY

Tangible tools & advice for success
Today

1)

2)

3)

4)
To Do List

A method of organizing your thoughts and remembering tasks.

- Coffee
- Project due Friday
- Meeting at 11
- Coffee
- Reply to emails
To Do List 2.0

Does your plan motivate you?

- Coffee
- Project due - Friday
- Meeting at 11
- Coffee
- Reply to emails

• Project due - Friday
  - Get research from website
  - Compile in Word Document
  - Send to Coworker for proofing
  - Complete and send to boss by Thursday PM

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• Project due - Friday
  - Due to boss by Friday
    - Send by Thursday PM
  - Need proof from coworker by Wednesday PM
    - Send by Wednesday AM
  - Research needed by Wednesday AM
    - Finish research by Tuesday PM
The Priority Based List

Use this to chart your necessary tasks through the week.

Week of June 11 - 15

• Very Important
  Send follow up on proposal – 6/11
  Project impact report – 6/11 PM
  Get draft of presentation done – 6/14 AM
  Schedule lunch with Anne – for 6/12

• Not As Important
  Thank you notes for Friday’s mtng – 6/15
  Spin class – 6/12 and 6/15 PM
  Prep for 6/18 meetings in Seattle – 6/15
  Schedule camping trip for July – 6/15

Move uncompleted items to next week’s list.
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<tr>
<th>Time</th>
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<td>Client Walk Through - Reconnect</td>
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| DEADLINE Umpqua Bank, Sponsorship | KIDS |

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After...
Making Your Calendar Work for You

• Schedule in due dates immediately

• Put your workouts & kid activities in your calendar

• Prioritize desk time

• You can always change your plan, *but only if you have one!*
Digital Tools
Digital Apps

50+
In Review...

- Know you, and know your workstyle
- Reverse engineer the project or goal
- Think in terms of timeline
- Systemize, systemize, systemize
- Tools that work do not have to be expensive
- Priorities versus demands
Resources:

- Gallup StrengthsFinder 2.0
- Enneagram
- Myers-Briggs Type Indicator (16 Types)
- Color-code your Outlook
- Doing a time audit

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