




# Take Your Work to the Next Level

EASY TOOLS TO HELP YOU ORGANIZE & PRIORITIZE

Presented By: **Chloe Rambo**





A top-down view of a wooden desk. In the upper left, there is a white coffee cup filled with dark coffee. Below it is a white Samsung smartphone with a black screen. To the left of the phone is a red pen with a silver tip. At the bottom left, there are two white sticky notes. In the upper right corner, there are some green leaves and a cluster of small red berries. A white rectangular box containing text is positioned on the right side of the desk.

# 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~~

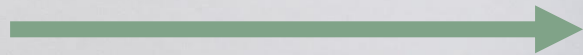
## Management

- 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



## ENFJ Areas of Growth:

- Overly idealistic →
- Too selfless →
- Fluctuating self-esteem →
- Struggle to make decisions →

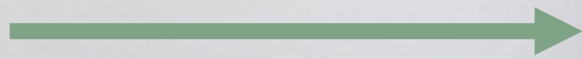
## Systemize:

- 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



## **Chloe's Time Audit – February 10**

**6:00** – 1<sup>st</sup> alarm

**6:15** – 2<sup>nd</sup> 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 – 1<sup>st</sup> alarm

6:15 – 2<sup>nd</sup> 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, **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 revised

6:00 – 1<sup>st</sup> alarm

6:15 – 2<sup>nd</sup> 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

5:30 – 6:00 – Gym

6:30 – 10:30 – Dinner, clean, journal or read

# 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**

Office  
Dynamics

**Personal  
Schedule**

Preferred  
Workflow

Needs from your  
Team/Boss

Available  
technology

**YOUR**  
**CAPACITY**

**Tangible tools & advice for success**



Today

1)

2)

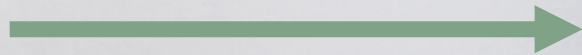
3)

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

----- OR -----

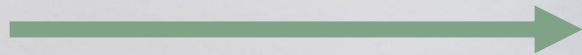
## • Project due - Friday

- 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.



28 29 30  
PAY TAX

# CALENDAR

SUN	MON	TUE	WED	THU	FRI	SAT
		2	3	4	5	6
	1					
		8	9	10	11	12
7						13
	14	15	16	17	18	19
					20	21
		22	23	24	25	26
	28	29	30	31		



## BUSINE

Learn from the best to ensure success. Reasons we will be successful.

### 25 great jobs for people who love to travel

Branding is defined as the process of coming up or making a unique name or design for a certain product. Having a good brand strategy allows you to have a major advantage for a large increase in your market competition. Your brand tells your customers what you expect from the products and services you offer.

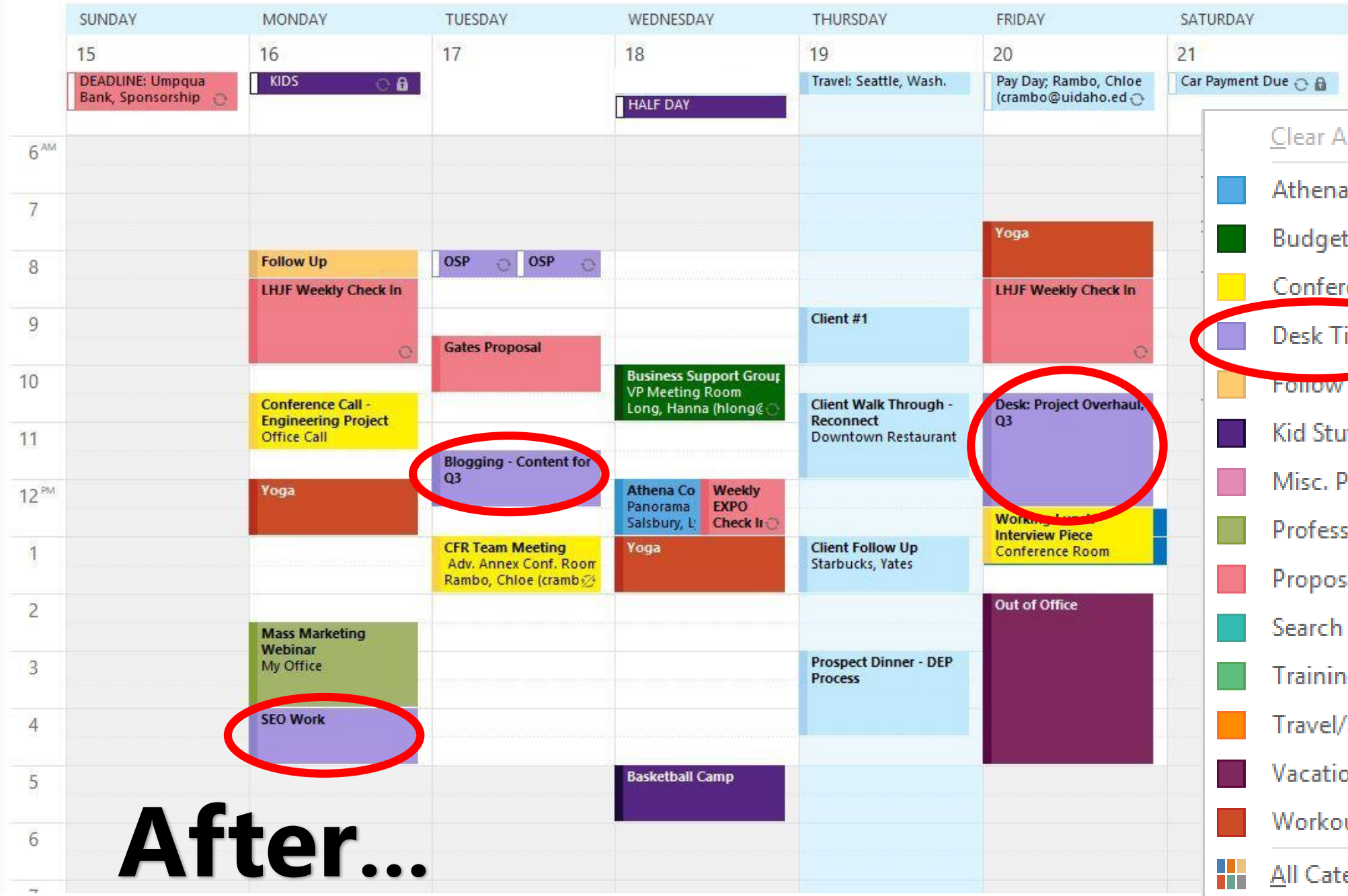
Having a large increase in sales can have or expand your experience in the market. Low-cost, high-quality products are what you need. All the time you spend with your customers is defined as the product.

When you have a high-cost product, it's impossible to be both. You need to find a way to reduce costs when you have a high-cost product.



	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
10	Calendar & Planner Prep Check ESCI Pay	MYP Email			Travel: Seattle, Wash.	ICF Ifft Fou Deadlir	Sean's Birthday
8 <sup>AM</sup>		Donor Visits by Weekly Check In	Donor Visits by	Donor Visits by	Trip Planning Donor Visits by		
9			Grant Proposal	Business Support Meeting	Client #1		
10			Blogging - Content for Q3				
11		ENGR Conference Call		Yoga	Client Walk Through - Reconnect	Desk: Project Overhaul, Q3	
12 <sup>PM</sup>			Central Office Meeting	Tally Up Contacts, Updated invitation NA		Tally up Contacts/Goals	
1		Yoga			Follow Up - Starbucks, Yates	Working Lunch - Interview Piece Conference Room	
2		Webinar - My Office					
3				Meeting with George		Out of Office	
4							

**Before...**



- Clear All Categories
- Athena
  - Budget
  - Conference Room Meetings
  - Desk Time
  - Follow Up
  - Kid Stuff
  - Misc. Project Maintenance
  - Professional Dev
  - Proposal
  - Search Committee
  - Training/Out of Office Meetings
  - Travel/Supers Out of Town
  - Vacation
  - Workout
  - All Categories...

**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



## **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](#)

**Chloe Rambo**

**[crambo@uidaho.edu](mailto:crambo@uidaho.edu)**