



LOS ANGELES UNIFIED SCHOOL DISTRICT  
ORGANIZATION EXCELLENCE CLASSIFIED TRAINING BRANCH

# TAKING CHARGE OF YOUR WORKDAY

FACILITATOR  
GUIDE



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## **Program Goal**

Participants in this workshop will gain an understanding of time allocation techniques that will aid in decision-making and increase personal productivity.

## **Objectives**

By the end of this workshop, participants will be able to:

- Describe a SMART goal
- Create a SMART goal
- List steps in creating a plan to achieve goals
- Describe a time log
- Describe a master list, weekly block plan and to-do list
- Create a master list
- Describe an ABC and paired comparison prioritization processes
- List strategies to cope with procrastination
- List strategies for making the most of meeting time
- List strategies for dealing with interruptions

# Setting Goals

## Goal Elements

- ❖ **S**pecific
- ❖ **M**easurable
- ❖ **A**ction-oriented
- ❖ **R**ealistic
- ❖ **T**ime Specific



## The SMART Acronym in Practice

Verb	Noun	Measurement	Time Measurement

## The Goal Achievement Plan

Cover all your bases...

1. Write goal out in detail
2. Determine how you will benefit from achieving goal
3. Analyze where you stand now in respect to your goal
4. Set a deadline for achieving goal
5. Identify any obstacles you may face
6. Identify knowledge you'll require to reach goal
7. Identify people, groups and organizations whose help you'll need
8. Determine how you can reward those who help you
9. Take details from above steps and write a plan. Make it complete in every detail

# Analyzing “Time Leaks”

## Successful Time Logs

- ✓ Record each transition
- ✓ Be specific
- ✓ Abbreviate
- ✓ Record *throughout* the day



## Tips for Analyzing Your Time Log

1. What went right today? Why?
2. What went wrong today? Why?
3. What time did you start on your top priority task? Why? Could you have started earlier in the day?
4. What patterns and habits are apparent from your time log? What tendencies?
5. Did you spend the first hour of your day well, doing important things?
6. What was the most productive period of your day? Why?
7. What was the least productive period of your day? Why?
8. What accounted for most of your interruptions?
9. What were the reasons for the interruptions?
10. Which of these interruptions can be controlled, minimized, or eliminated?
11. What were your 3 biggest time wasters today?
12. How might you eliminate your 3 biggest timewasters?
13. How much of your time was spent on high value activity?
14. How much of your time was spent on low value activity?
15. What did you do today that could have been eliminated?
16. What activities could you spend less time on and still obtain acceptable results?
17. What activities needed more time today?
18. What activities could be delegated? To Whom?
19. Beginning tomorrow, what will you do to make better use of your time?

# The Master List

*“The sharpest mind is no better than the dullest pencil”*

A Master List is your ongoing record of all those nice-to-do, have-to-do, don't-forget-to-do tasks that often fall through the cracks. This is not a “to-do” list!

## Master List Tips

- Capture every idea
- Always accessible
- When you think it; ink it
- Schedule a time to review regularly

## Weekly Planning

- Weekly planning ensures consistent progress is made toward goals and objectives
- Review Goals and Master List to determine what results you would like to have for yourself at the end of this week.
- Hot tip: Multiply time estimates by a factor of 1.3 to allow “breathing room”

## Weekly Block Plan

### ***Block Plan tips:***

1. Schedule recurring meetings/events first
2. Identify “**Prime Time**”
3. Schedule large blocks of time first
4. Block out time for items from Weekly Plan
5. Plan for the unexpected - avoid placing multiple items back-to-back
6. Invest in “PC” time

# The Daily To-Do List



## To-Do List tips:

1. Write out in morning or previous night
2. Review Weekly Plan
3. Transfer unfinished items from previous day
4. Check calendar and tickler/holding/pending files for tasks, calls and follow-up activities
5. Add any items from Master List

## Prioritization Techniques

### ABC – 123 Method

Useful for prioritizing many tasks

**A** Tasks:

**B** Tasks:

**C** Tasks:

### Paired Comparison Method

Best used to break a tie between a few tasks

Compare 1 vs. 2, 1 vs. 3, 1 vs. 4 ...

Then compare 2 vs. 3, 2 vs. 4 ....

Item	Checkmarks	Rank

# Procrastination

## Getting Past Procrastination

- Schedule a block of time
- Delegate if possible
- Trade task with someone else
- Break down into smallest tasks
- Knock out quick/easy tasks
- Try to accomplish in ½ estimated time
- Plan a reward
- Make it fun
- Establish a starting routine
- Make a verbal commitment



## Managing Meetings

Get the most out of now!

When You're in Charge	When You're Invited
<ul style="list-style-type: none"> <li>▪ Establish clear objectives – can they be met another way?</li> <li>▪ Create a focused, written agenda</li> <li>▪ Encourage preparation by circulating agenda before meeting</li> <li>▪ Paraphrase questions to reflect agenda</li> <li>▪ Summarize outcomes/actions for each agenda item</li> <li>▪ Establish systems to ensure meetings start, cover items and end on time</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ask for/assist with objectives</li> <li>▪ Suggest items for agenda. Ask for “oral agenda” if none provided</li> <li>▪ Ask how to best prepare</li> <li>▪ Paraphrase questions to reflect agenda</li> <li>▪ Summarize outcomes that pertain to you</li> <li>▪ Confirm beginning and ending time. Refer to agenda to keep meeting on track</li> </ul>

# Minimizing Interruptions

Are interruptions a part of your job description?

## Drop-In Interruptions

### *Reducing*

- Refer to someone else
- Schedule a meeting with yourself
- Close door
- Use phone mail/email
- Rearrange furniture
- Use your weekly block plan
- Interruption log (form in appendix)

### *Shortening*

- Set a time limit
- Summarize
- Stand up
- Meet in their space
- Schedule time for interruptions





## Telephone Interruptions

### *Reducing*

- Screen calls
- Use voicemail or email
- Solicit & leave detailed messages
- Announce preferred times for calls

### *Shortening*

- Get to the point
- Set a time limit
- Stand up
- Use timer
- Summarize

