



How To Balance Priorities and Manage Multiple Projects

The bad news is, *Time flies...*

The good news is, *You're the pilot!*

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Learning Objectives

At the end of this course, participants will be able to:

- Contrast the difference between busy and productive.
- Understand the importance and effectiveness of clarity of purpose.
- Harness the power of specificity of timing and precision of behavior.
- Establish their most important Professional and Personal priorities.
- Realize the power of habits.
- Understand the three elements of successful goals.
- Utilize the SMART tool when goal setting.
- Have tools to manage projects and make decisions.
- Use tools for balancing multiple responsibilities with limited time.
- Evaluate and establish priorities as conditions change based on two critical dimensions.
- Develop routines that will streamline daily tasks to maximize efficiency.
- Evaluate tasks based on productivity VS past practice.
- Use a simple but powerful productivity tool.
- Recognize excellent strategies for conducting effective meetings.

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Everyone Is So Busy!

Busy People

VS

Productive People

Want everyone to be busy

Help everyone to be productive

Talk about how busy they are

Let results speak for themselves

Focus on following the process

Focus on r_____

Keep changing priorities

Stick to goals

Micro-manage others

E_____r others

Reward those who are busy

Reward those who get results

Busy Is NOT Always P_____

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A Choice

Life is full of money, energy and time trade-offs.

To be successful, we need to know how to make the best choices.

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A Choice

Finance

- Make more money
- Reduce expenses

Energy

- Increase activities that generate energy
- Decrease activities that drain energy

Balancing Priorities and Managing Multiple Projects

- Use time more efficiently, effectively, rationally
- Decrease activities that waste time; especially ones with little/no reward

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Create Clarity

CI _____ is a vastly under used time management tool.

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Create Clarity

When giving a directive, make sure it's clear.

When receiving a directive, make sure it's clear.

Clarity – It's ____ responsibility.



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Specificity of Timing and Precision of Behavior

- Creates clarity
- Increases the probability that an action will get done on time and correctly
 - When
 - Where
 - How

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Specificity of Timing and Precision of Behavior

Case Study #1

Participants were asked to write a report on how they intended to spend Christmas Eve and to submit it in 48 hours.

Group A: half of the participants were told to specify *exactly* when they intended to write the report.

Group B: the other half received no such instruction.

Results

Group A: 75% handed in reports on time

Group B: 33% handed in reports on time

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Specificity of Timing and Precision of Behavior

Case Study #2

In a study the goal was to increase compliance to a fitness program that was being offered to a group of **non-exercising** college students.

Group A: participants were given data about how exercise would significantly reduce vulnerability to coronary heart disease.

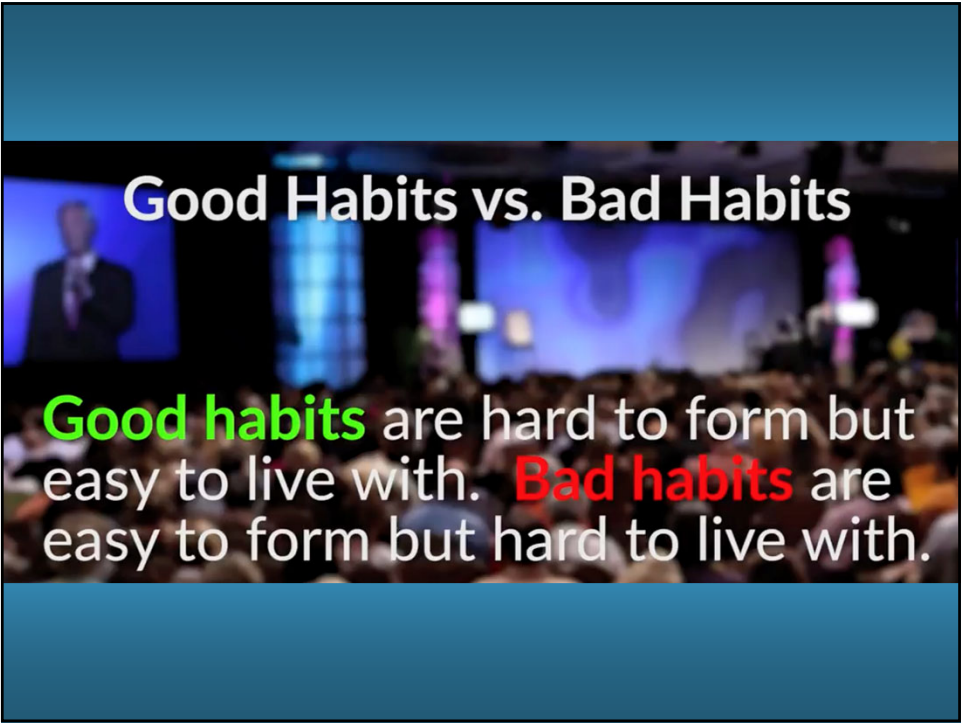
Group B: participants were asked to designate when and where they intended to exercise.

Results

Group A: participation increased from 29% to 39%

Group B: participation was 91%

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Good Habits vs. Bad Habits

Good habits are hard to form but easy to live with. **Bad habits** are easy to form but hard to live with.

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Daily Habits of Successful People

1. Daily Goal Setting
2. Be Results Oriented
3. Be People Oriented
4. Stay Health Oriented
5. Stay Honest
6. Self-Disipline

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Self-Discipline

def.
The ability to make yourself do,
what you should do,
when you should do it,
whether you feel like it or not.

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Specificity of Timing and Precision of Behavior

How can/do you apply this at work?

Ball in their c_____.

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Understand the Why

**The why is where the priorities lie.
It provides the energy for getting things done.
It's important that I see the big picture.**

Why am I setting these priorities?

What do I truly want to achieve?

What makes my heart sing?

What do I think or dream about achieving?

What has my organization defined as the ideal state?

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Big Picture Activity

- Brainstorm the things you want and need to accomplish in both your Personal and Professional life (big picture, high level).
- Rank order by importance.
- Identify top 3 priorities in each column.

Professional	Personal

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3 Elements of Successful Goals

- Clear, measurable outcome (SMART)
- Process steps and/or milestones
- Identified behaviors and/or activities

Note: many of the priorities will require measurable goals.

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SMART Goals

Specific – it is clear

Measurable – it can be measured

Attainable – it is possible

Relevant – it relates to a priority

Time – it's time boxed

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Goal Worksheet

A goal worksheet can help you create effective SMART goals and can be used to track and monitor progress.

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Example

Example

Ralph is 56 years old. His vision includes an active retirement with his wife of 30 years. At his last doctor's visit in March he found out his blood pressure was inching up and he notices that he lacks the energy he once had.

His doctor suggested that he be more active and lose 20 pounds to improve his health and energy.

On his goal worksheet what might Ralph put for:

Priority?

Goal?

Description/Rationale

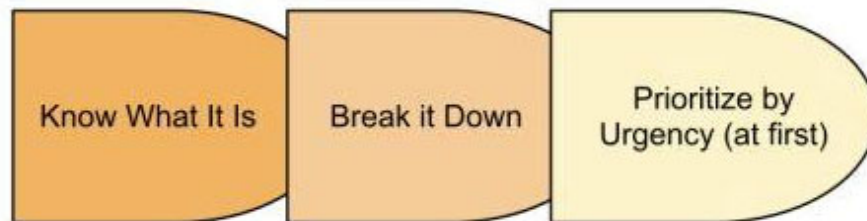
Is the goal SMART?

What process steps and/or milestones might Ralph put?

What behaviors might support his goal?

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Balancing Multiple Responsibilities With Limited Time



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Balancing Multiple Responsibilities With Limited Time

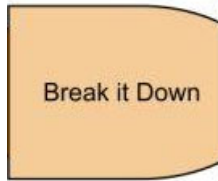


Write it down – paper or screen

Make a to-do list

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Balancing Multiple Responsibilities With Limited Time



- Single task?
- Recurring task?
 - check lists
 - save previous work – double dip the effort
- Project?

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Balancing Multiple Responsibilities With Limited Time



Eventually you'll get to the point at which you habitually do things as they show up, not when they blow up.

Prioritizing by urgency becomes less of an issue because less is urgent.

- Single task – do urgent ones first
- Recurring task – if not urgent, do as you can
- Project – do bite at a time as time permits unless urgent

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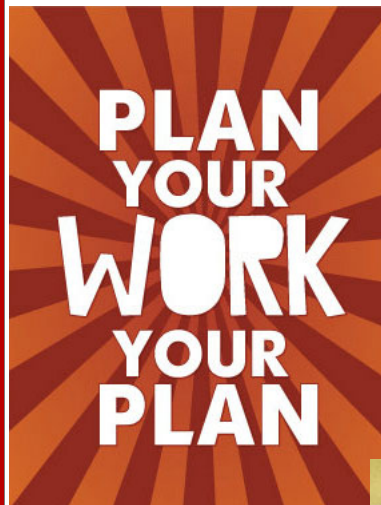
Key Strategy

Don't procrastinate



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Key for Success



“A goal without a plan
is just a wish.”

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Time Savers/ Time Wasters



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MS Project

Microsoft Project is a powerful tool for managing complex projects.

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Project Management Scorecard

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
3			SME	ISD	QC	ISD	DEV	QC	ISD	DEV	ISD	QC	ISD	SME	ISD	SME
4	Simulation Code	Description	Draft Script Created	Edit Final Script	Proof Final Script	Record Tour	Build Tour	QC Tour	Final QC Tour	Build Practice	Include Text	QC Practice	Final QC Practice	Customer QA	Include Feedback	Customer Approval
5	GL1_SIM1	Create a Journal Entry	X	X	X	X	X	X	X	X	X	X	X	X	X	X
6	GL1_SIM2	Copy a Journal Entry	X	X	X	X	X	X	X	X	X	X	X	X		
7	GL1_SIM3	Delete a Journal Entry	X	X	X	X	X	X	X	X	X					
8	GL2_SIM1	Create a Spreadsheet Entry	X	X	X	X	X	X	X	X	X					
9	GL3_SIM1	Correct an Online Journal Entry	X	X	X	X	X	X	X							
10	GL4_SIM1	Run a Ledger Inquiry	X	X	X	X	X	X	X							
11	GL4_SIM2	Run a Journal Inquiry	X	X	X	X										
12	GL4_SIM3	Run a Ledger Period Comparison	X	X												
13		Number of open items by task:	0	0	1	1	2	2	2	4	4	6	6	7	7	7

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Push Communication

- Puts the responsibility to share information on others
- Inserts needed information into your awareness without you having to go get it
- Saves time, energy and helps avoid getting off track

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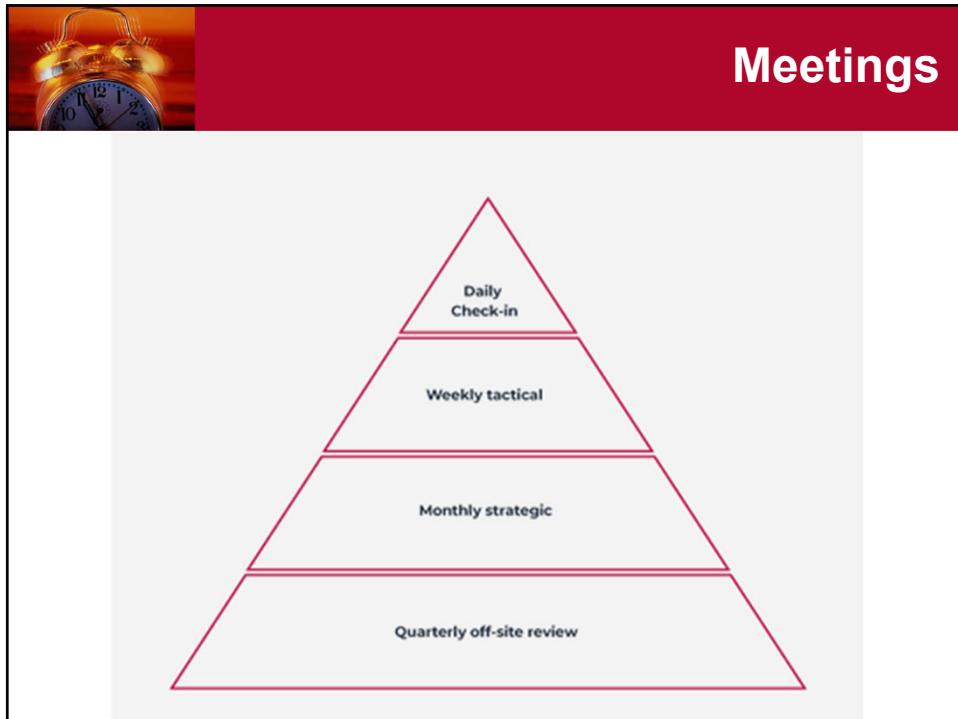
Important VS Urgent

THE EISENHOWER BOX

	URGENT	NOT URGENT
IMPORTANT	DO <i>Do it now.</i> Write article for today.	DECIDE <i>Schedule a time to do it.</i> Exercising. Calling family and friends. Researching articles. Long-term biz strategy.
NOT IMPORTANT	DELEGATE <i>Who can do it for you?</i> Scheduling interviews. Booking flights. Approving comments. Answering certain emails. Sharing articles.	DELETE <i>Eliminate it.</i> Watching television. Checking social media. Sorting through junk mail.

*"What is important is seldom urgent and what is urgent is seldom important."
-Dwight Eisenhower, 34th President of the United States*

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Meetings

Before the meeting

- Do we really need a meeting?
- If so, define the purpose
- Who should attend? For all or part?
- Send agenda with time limit for each item

During the meeting

- Start on time
- Make appropriate introductions
- Define participant roles and expectations
- Enforce time limits
- Identify action items, participants responsible, by when

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Meetings

At the end of the meeting

- Set date, time, location of next meeting IF required
- Close the meeting crisply and positively
- Clean up and rearrange the room if appropriate

After the meeting

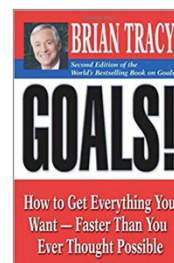
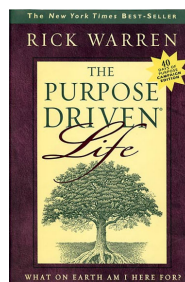
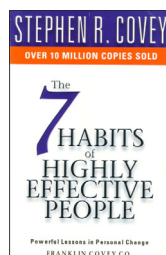
- Email r_____ of meeting, action items, person responsible, and by when to attendees
- Follow up on action items and deadlines
- Report meeting outcomes to appropriate people, if necessary

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Thank You

- My name is David Alba – davidalba007@gmail.com
- *If any of my stories aren't true - they should've been!*
- Three books to consider:



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