

Time management for new managers

Dave McKeown, CEO Outfield Leadership

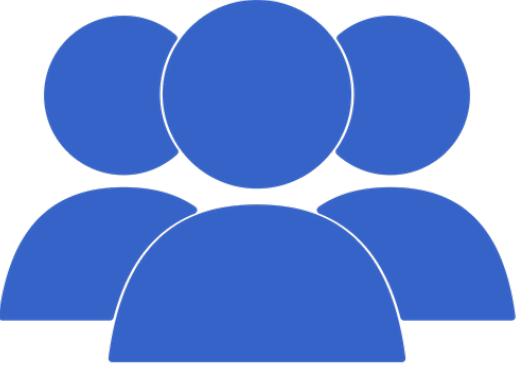
What we'll cover

The importance
of developing time
management skills
as a manager

Why you can't trust
your brain as a
productivity system

How to build
a trusted system that ensures
you get more done in a
shorter period of time





Who's it for?

The First Timer

You're a newly promoted manager looking to master your time and productivity so you can focus on getting the best out of your team.

The Overwhelmed

You've been in management for some time and feel overwhelmed so you're looking for a simple system to help you stay on top of the day-to-day.

The Inspired

You feel there's another gear you can kick into in managing your workload and know that building a dependable, repeatable process will get you there.



PREDICTABLE *SUCCESS*

accenture >

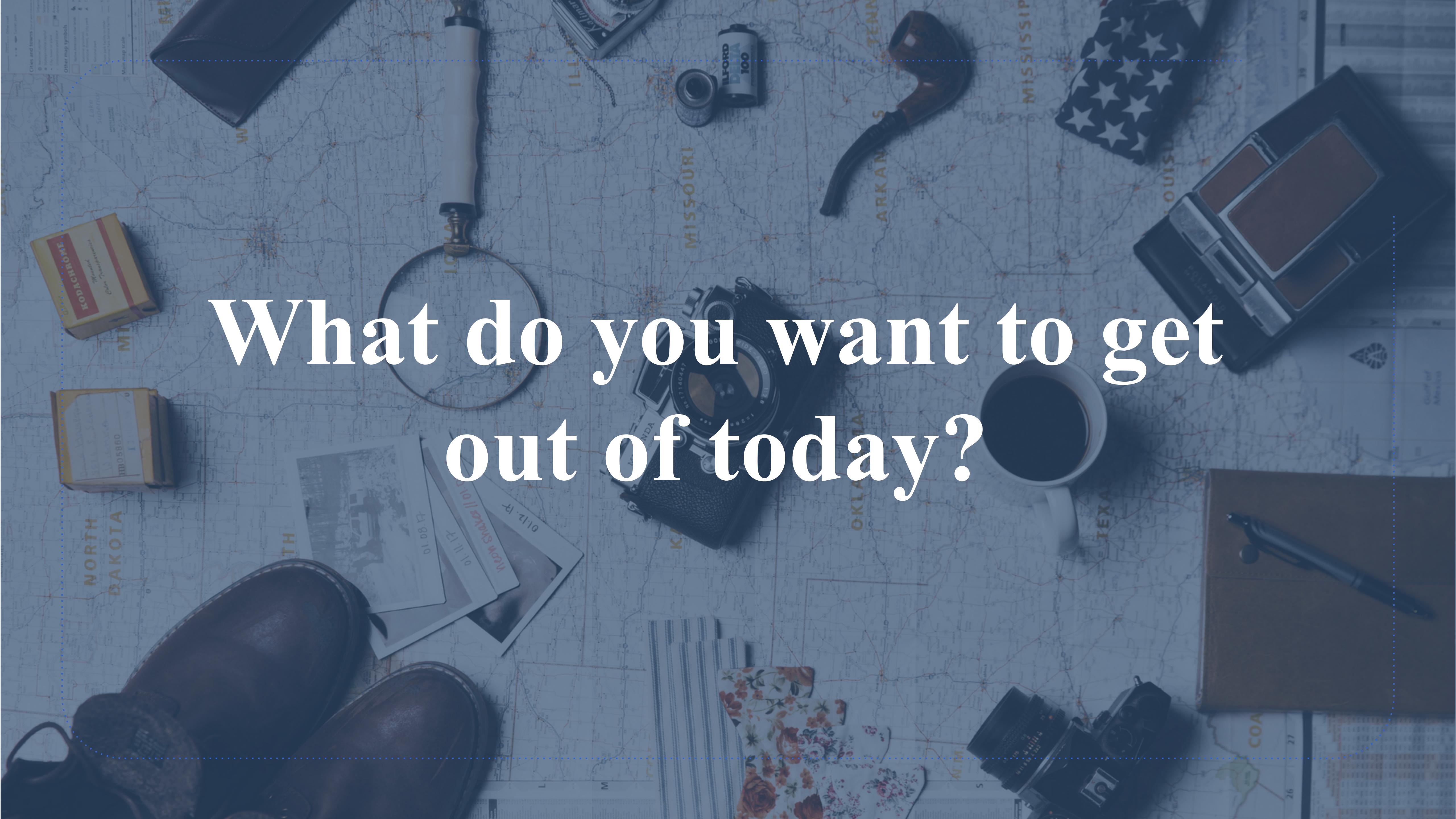


How engaged are you
planning to be?

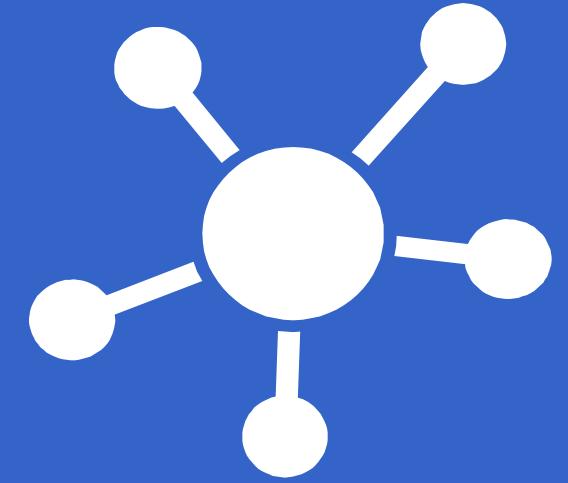


A firefighter's silhouette is visible against a burning building, with a large British flag in the background. The foreground features a bright, intense fire at the bottom.

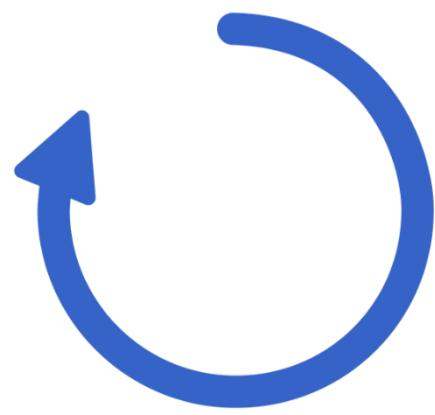
How much risk are you
prepared to take?



What do you want to get
out of today?



The importance of time management



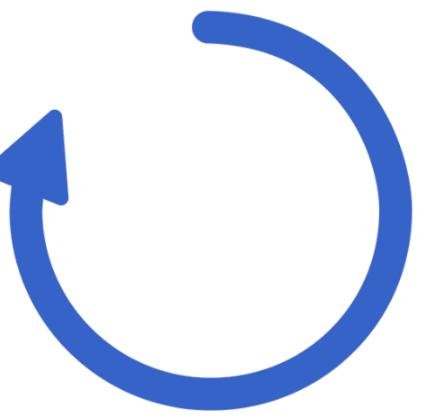
The key shifts first time managers go through

From contributor

- Responsible for your own success.
- Functional performance.
- Focus on actions and tactics.
- ‘Get the job done’.
- I have the answers.

To manager

- Need to work through others.
- Team performance.
- Focus on tactics and strategies.
- Bring the team along.
- The answers lie within the team.



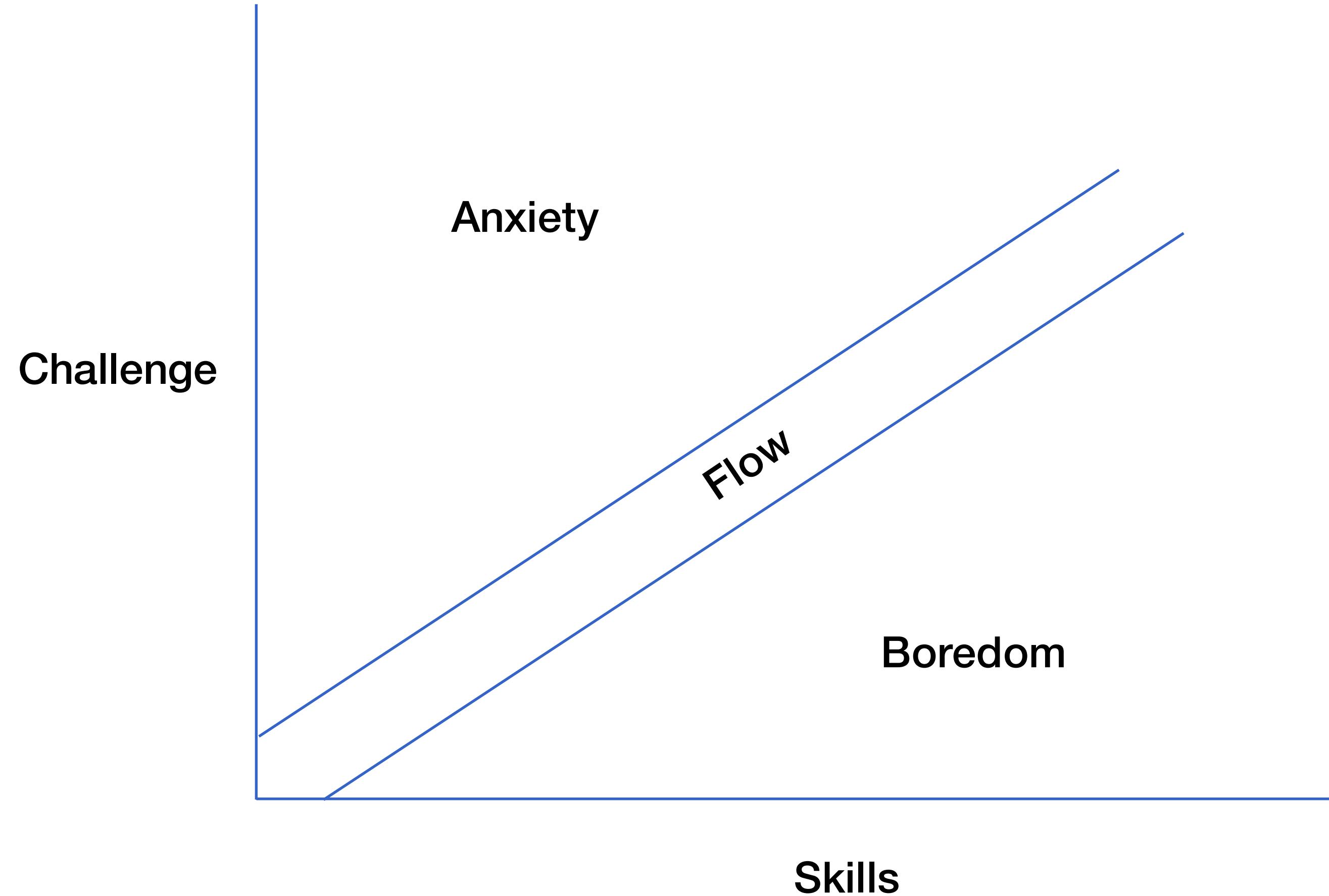
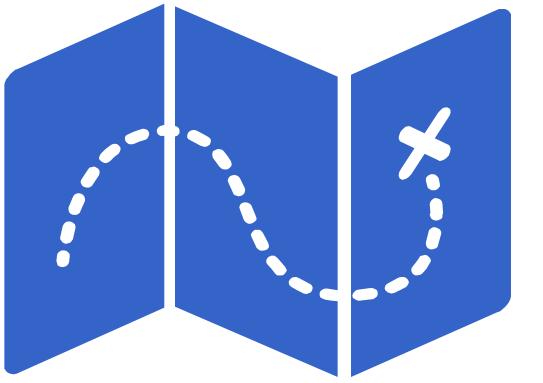
Additional managerial responsibilities

- Managing others time and output
- Meetings, status reports and updates!
- Looking for bottlenecks and redundancies
- Giving feedback, coaching and guidance.

“

“What got you here won’t get you there” – Marshall Goldsmith

Achieving flow in your work



Adapted from Flow - Mihály Csikszentmihaly

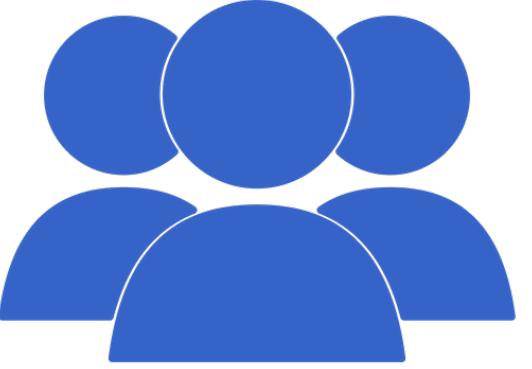
Be like water

I operate with a mind like water

I'm able to accomplish my daily, weekly, and monthly workload with ease

Every input into my daily routine generates a necessary and appropriate reaction





Typical Scenarios

I know I have it somewhere

You're really good at juggling all your to-dos, commitments and outputs in your head until one day someone asks for a report.

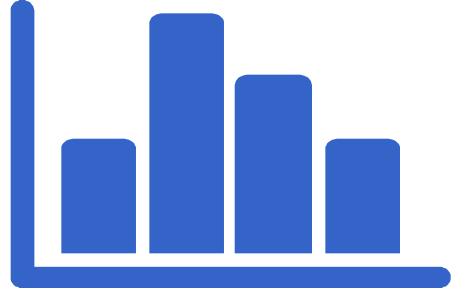
You're sure you have it. You just can find it today!

Your crisis is my crisis

Your team regularly bursts through the door with a new customer issue. You automatically stop whatever you're doing and jump to help. As a result losing your morning to the status update needed to finish.

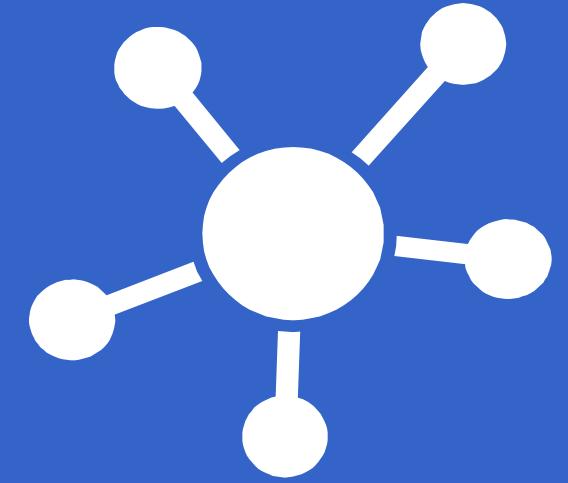
Drowning in email

You can't seem to ever dig yourself out of your email. You have thousands of unread emails and use your inbox as a reminder system to get things done.



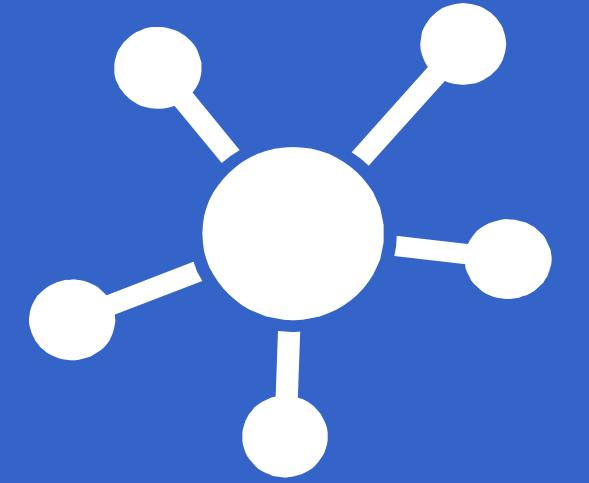
What's your baseline?

	Never - Sometimes - Always				
	1	2	3	4	5
I have a clear understanding on what I need to get done today, this week, and this month.					
I systematically work through my work without stress or distraction.					
I prevent new inputs from hijacking my focus.					
When a new input arrives I quickly assign priority to it and switch focus only if needed.					
After being distracted by a new input I return to natural flow as soon as possible.					
Average					



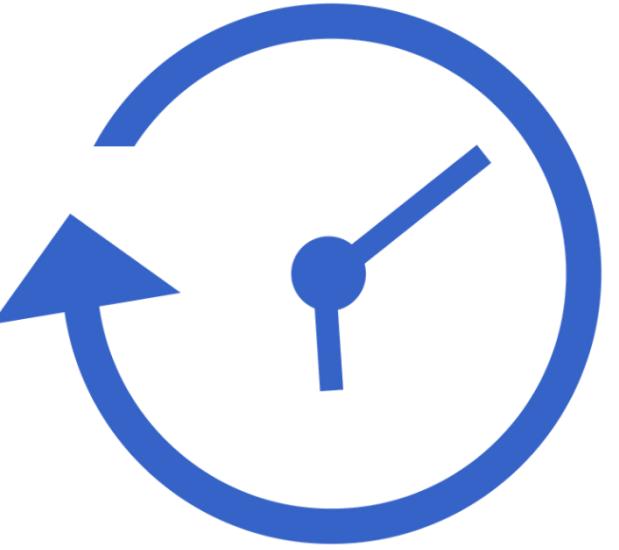
Exercise: Baseline

Spend 3 minutes taking your current time management baseline.

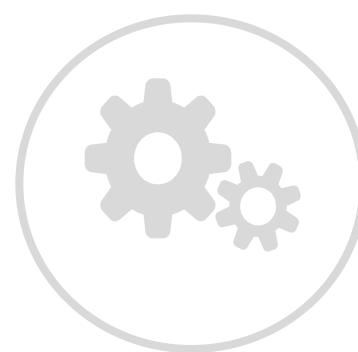


Feedback: Baseline

Which areas would you most like to work on?



Five steps to regain control



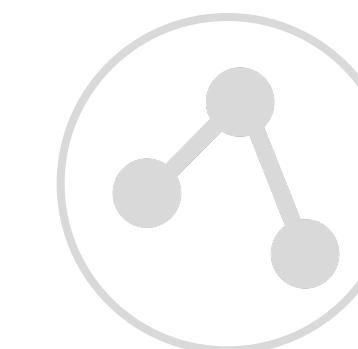
One

Getting it out of your head



Two

Defining next actions



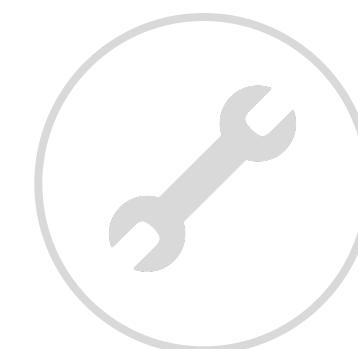
Three

Working with contexts



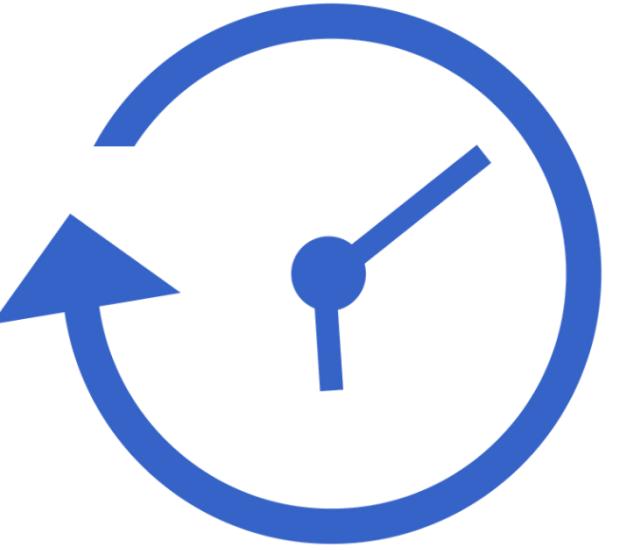
Four

Conducting a regular review

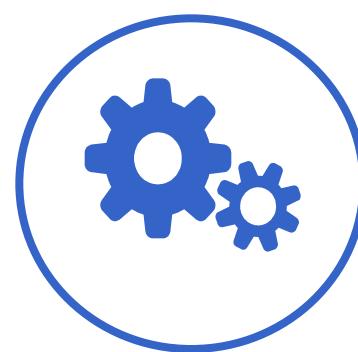


Five

Building easy review and maintenance

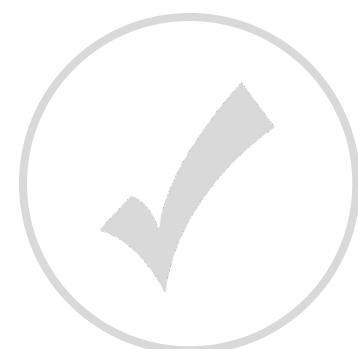


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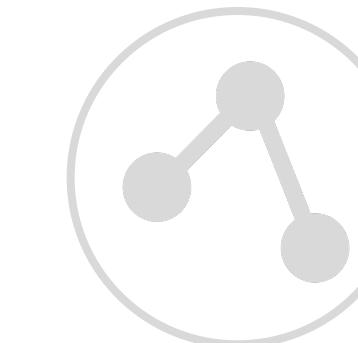
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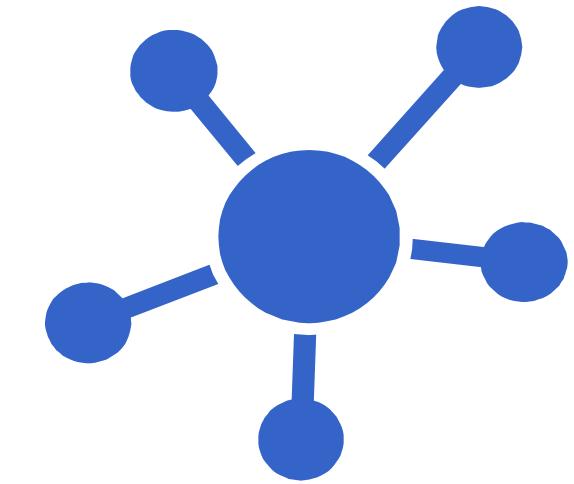


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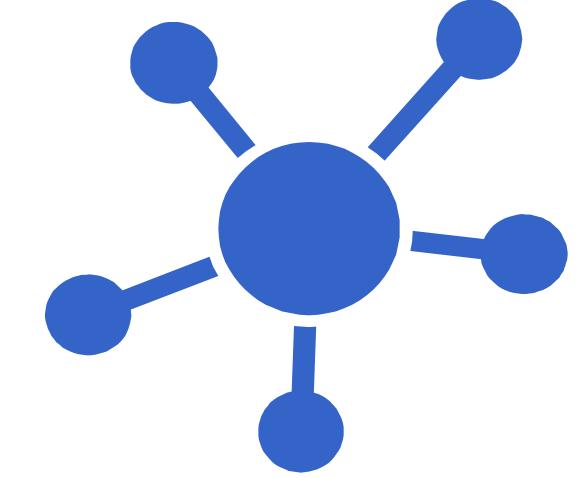
“Your mind is for having ideas, not holding them” – David Allen



What is a mindsight?

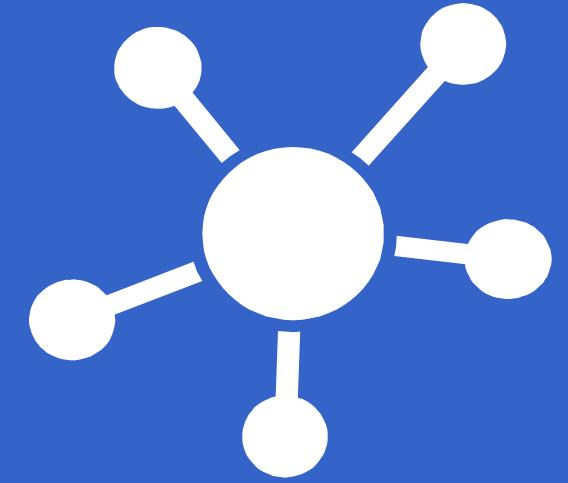
A complete and thorough capture of everything that currently has your attention

- To-dos
- Projects
- Deadlines
- Conversations
- Activities
- Relationships
- Physical objects



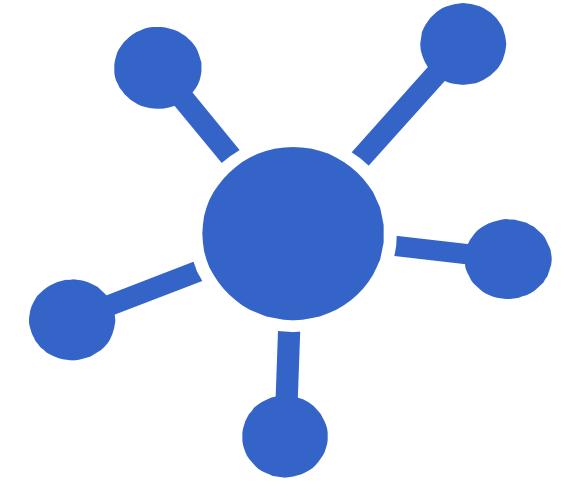
How to do a mindsweep?

- Get everything out of your head as a start
- Use paper or note taking app
- We're just collecting at this stage
Don't try to do anything with it
- Focus on 'open loops'



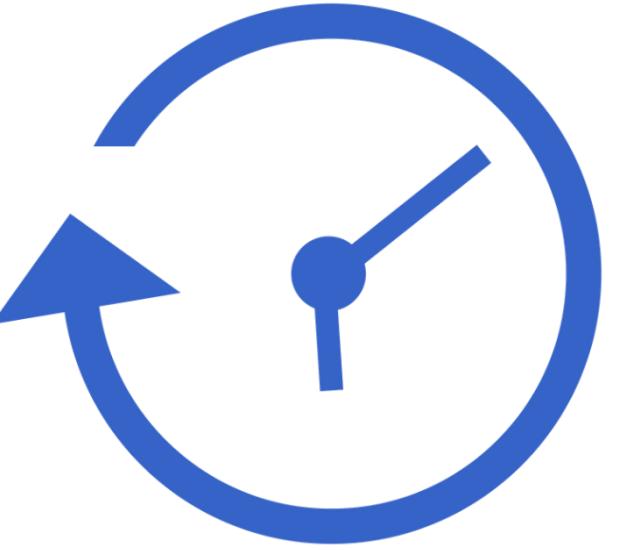
Exercise: Mindsweep

Spend 5 minutes doing a comprehensive mindsweep

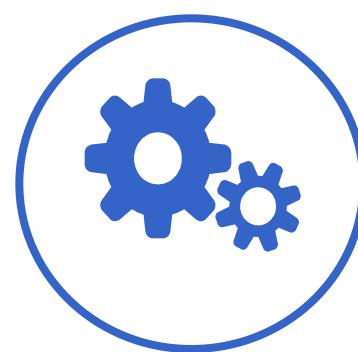


Mindsweep Feedback

- How did it feel?
- Did anything take you by surprise?
- How many items did you come up with?
- How complete do you think your list is?
- How would you feel if you could get it 100% complete?



Five steps to regain control



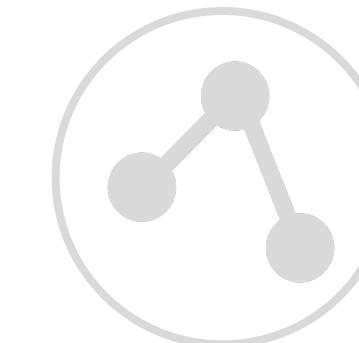
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Poll: What's the next action?

1. Plan wedding
2. John
3. Car fixed
4. Call ATT



Poll: What's the next action?

1. Plan wedding
2. John
3. Car fixed
4. **Call ATT**



Projects Vs Next Actions

Projects

- Collection of activities, actions and commitments
- May have vague titles
- Can be run in parallel or sequentially.

Next Actions

- A clear statement of what needs to happen. Has to include a verb.

Next Vacation

Research hotels in Bora Bora on google



Projects Vs Next Actions

Is it a project or next action?

1. 2019 sales planning

Project

3. Buy batteries

Next Action

2. Call John to book ops meeting

Next Action

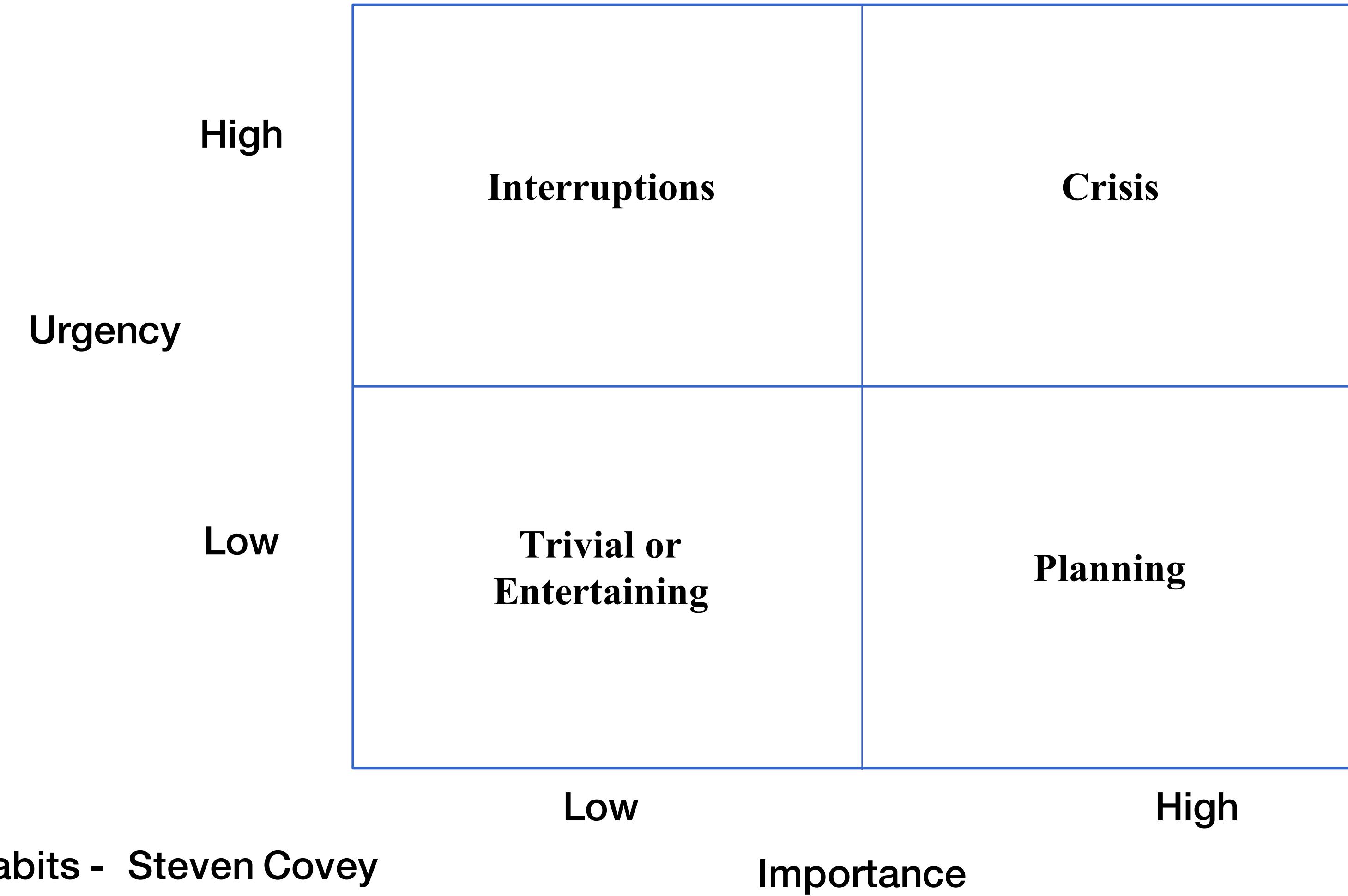
4. Organize next event

Project

Exercise: Define Next Actions

Spend 3 minutes defining projects and NAs

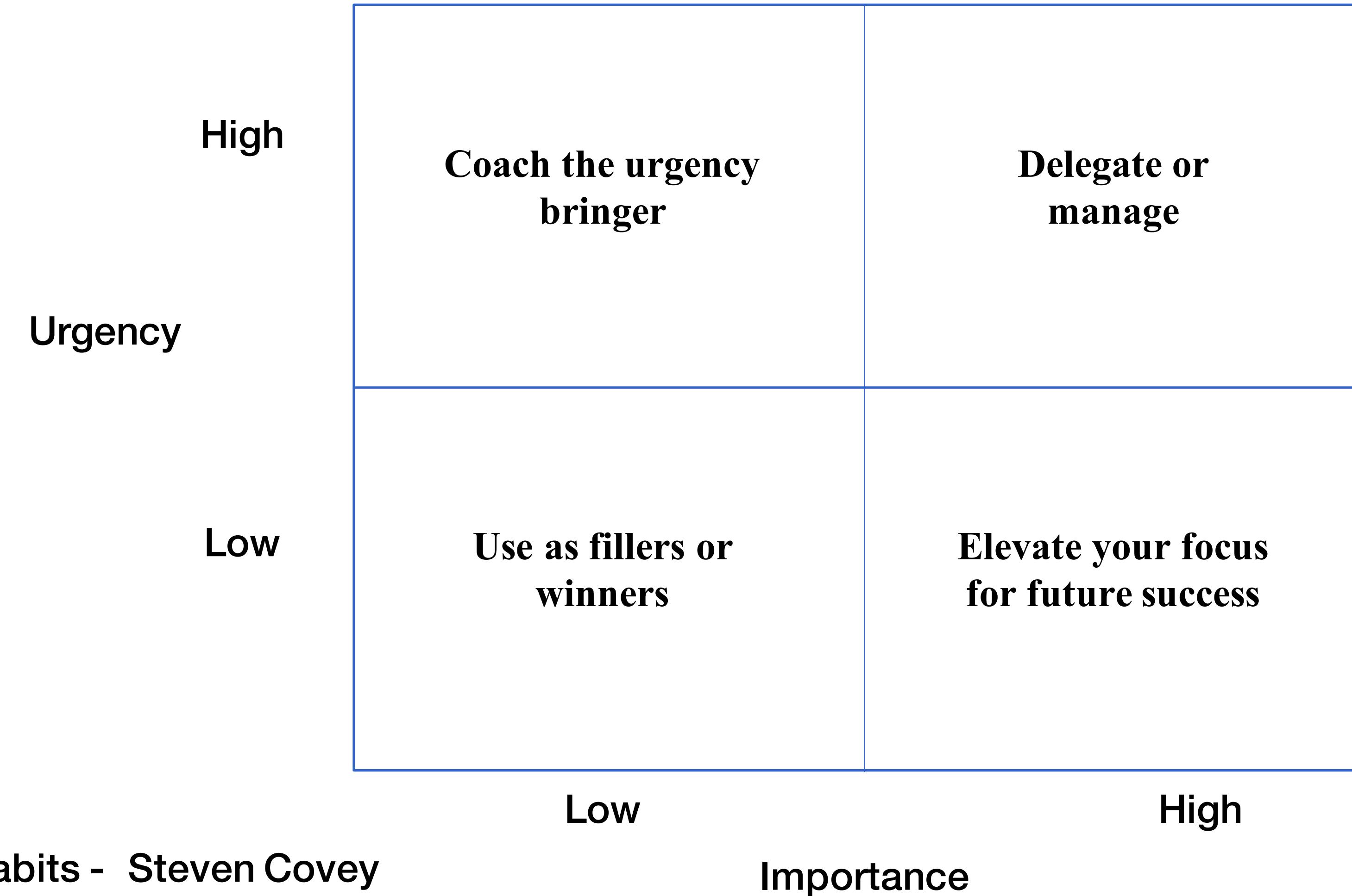
What to focus on?



Adapted from Seven Habits - Steven Covey



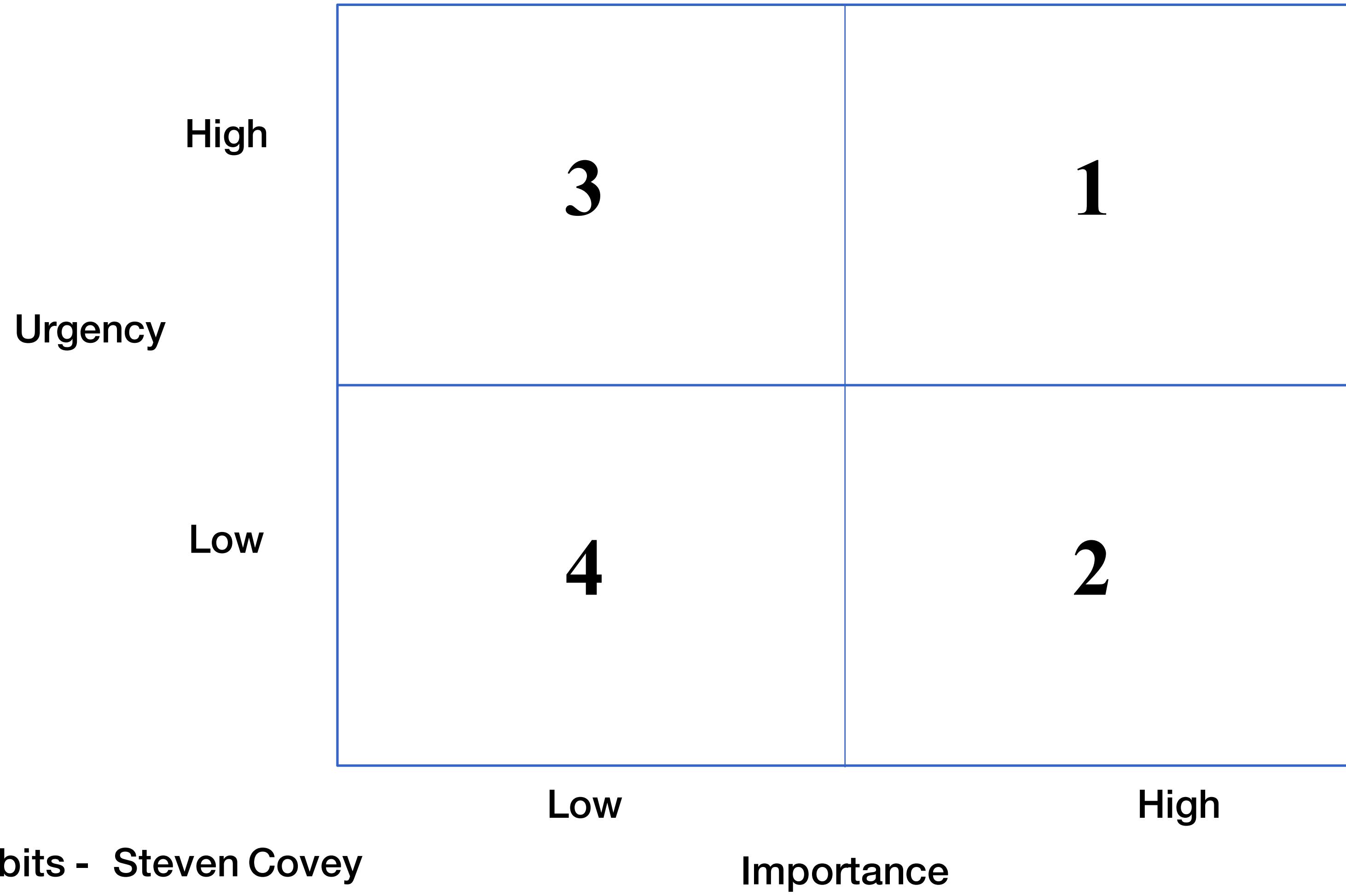
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What to focus on?



Adapted from Seven Habits - Steven Covey



Urgent Vs Important

Carol is a new manager of 4 and is faced with the following. What's the urgency and importance?

1. Your 2019 budget is due in one month.

Not urgent but important

2. Your biggest customer is about to pull their business.

Urgent and important

3. A random number leaves you 3 voicemails asking you to call them back immediately.

Urgent but not important

4. Catching up on twitter

Not urgent and not important

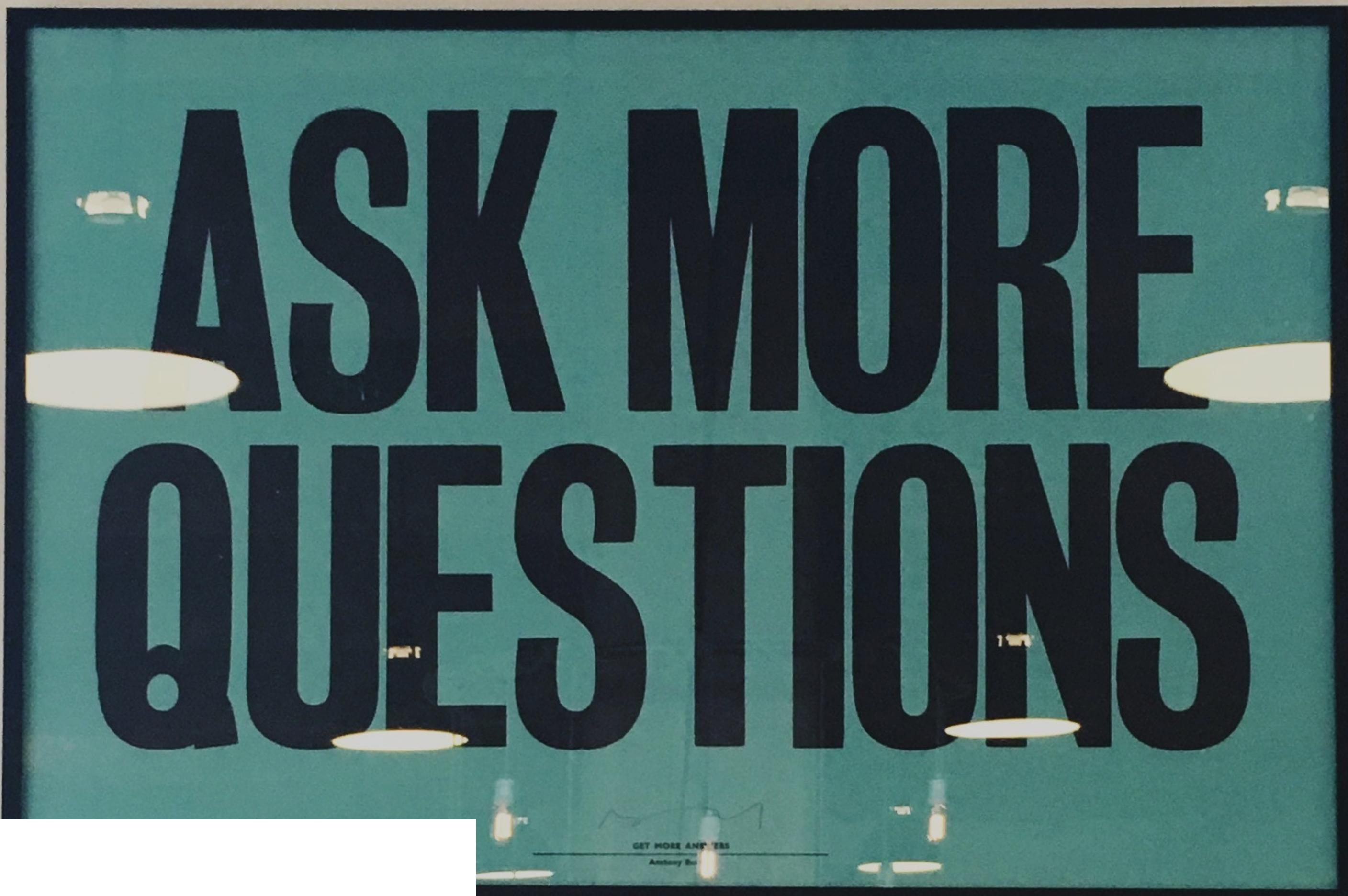
Exercise: Prioritization

Spend 3 minutes defining projects and NAs and applying a prioritization

NA & Prioritization Feedback

- How did it feel?
- Was there anything surprising?
- Did you uncover any NA's you'd forgotten?



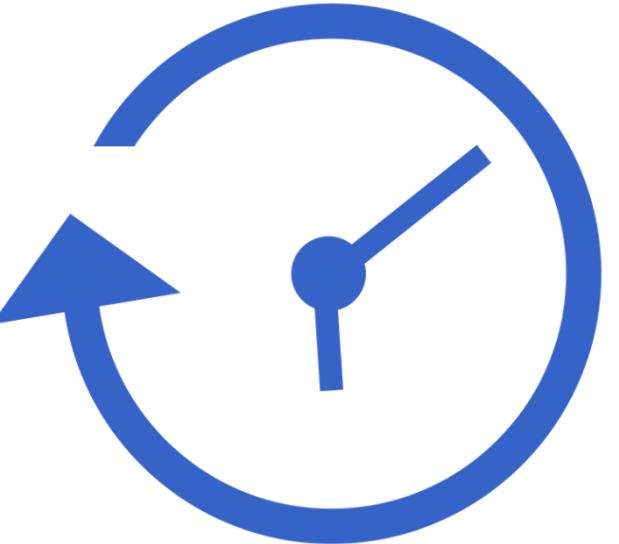


ASK MORE

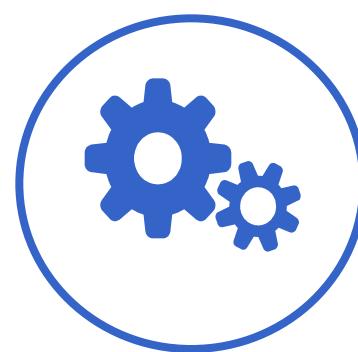
QUESTIONS

GET MORE ANSWERS
Anthony Bourdain

Break – 10 Mins



Five steps to regain control



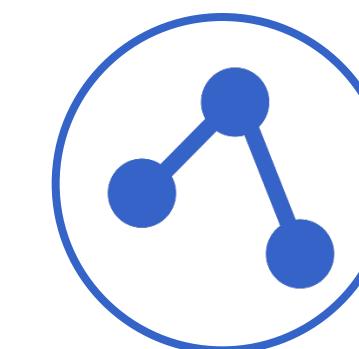
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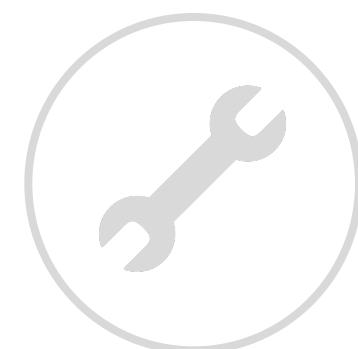
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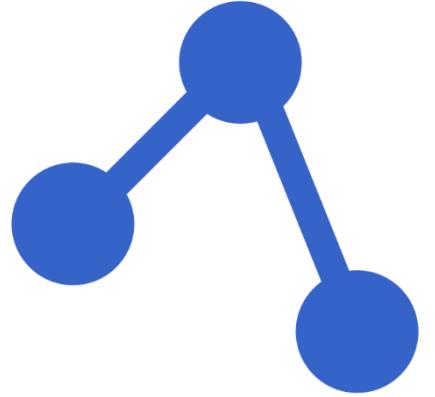
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Conducting a regular review



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Building easy review and maintenance



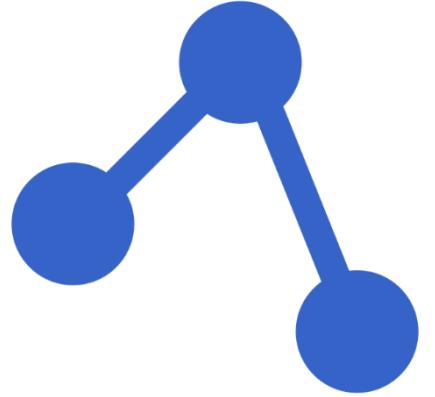
Contexts

Next actions are typically executed in common contexts:

- @Computer
- @Home
- @Office
- @Marketing meeting

Batching in context help work through a group of NAs in a single setting.

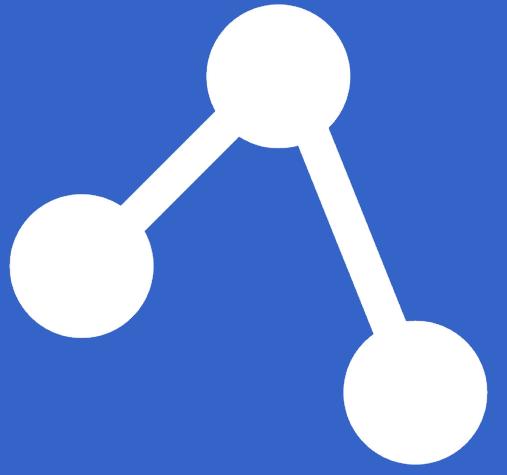
What contexts can you think of that you work in?



Contexts

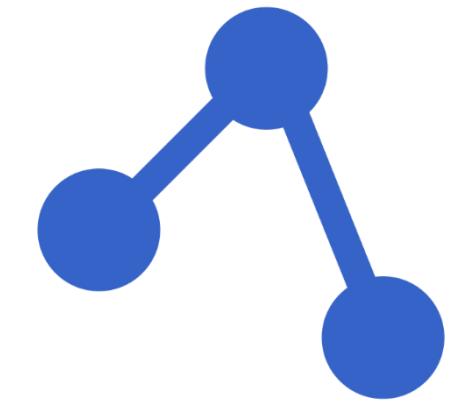
The following three contexts are extremely useful but don't sit naturally with your other contexts.

- @Agenda
- @Waiting For
- @Someday/Maybe



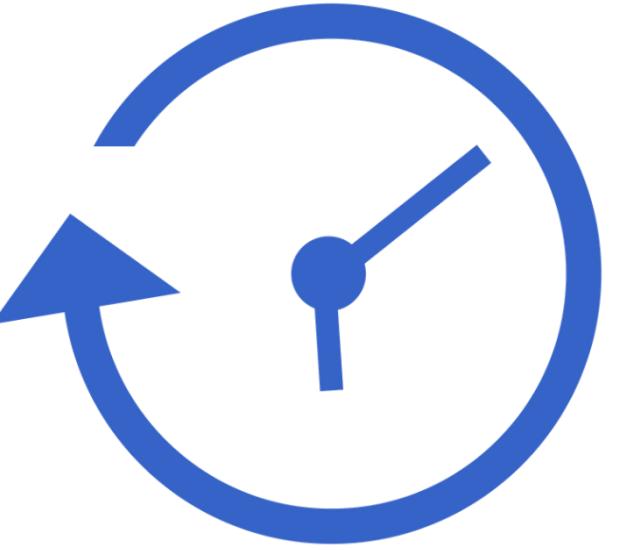
Exercise: Context

Spend 3 minutes reviewing your list of Next Actions - write a context beside each.

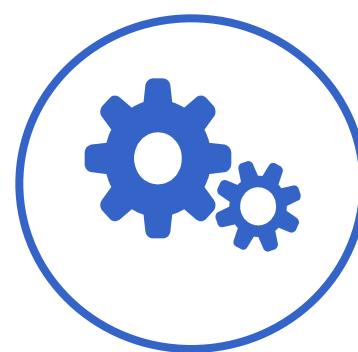


Context Feedback

- How did you feel?
- Was there anything surprising?
- Did you uncover any NA's of projects you'd forgotten?



Five steps to regain control



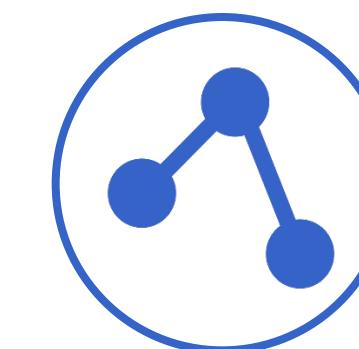
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Defining next actions



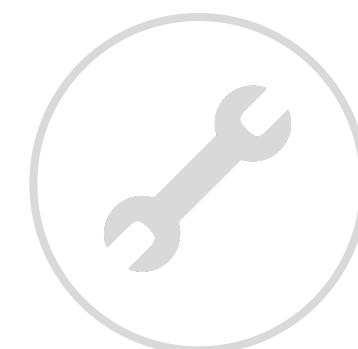
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Working with contexts



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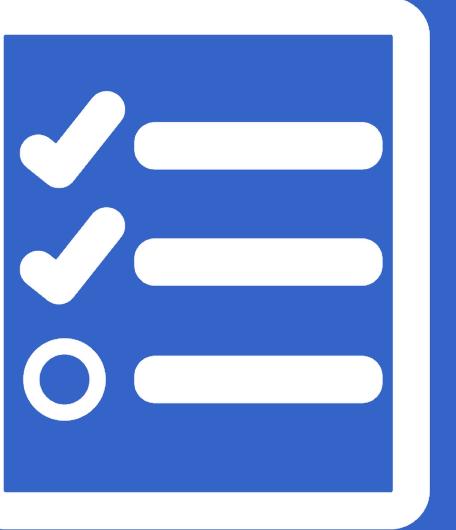
Building easy review and maintenance



The Weekly Review

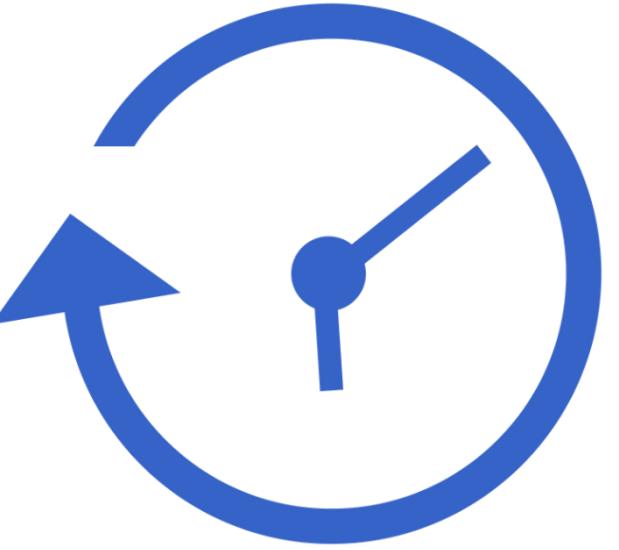
Once a week (usually at the end), go through the following activities

- Check through your NA and project lists for complete tasks
- Clear your inboxes (physical and digital)
- Look at your waiting for list
- Conduct a mini-sweep
- Final look at NA and projects



Exercise: Book your reviews

Spend 3 minutes and schedule your first 4 reviews.



Five steps to regain control



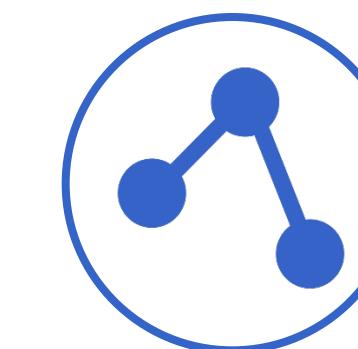
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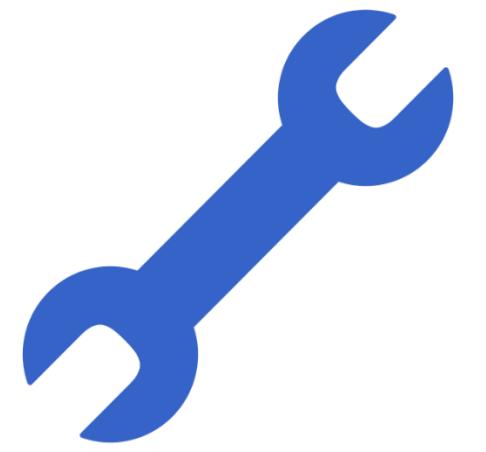
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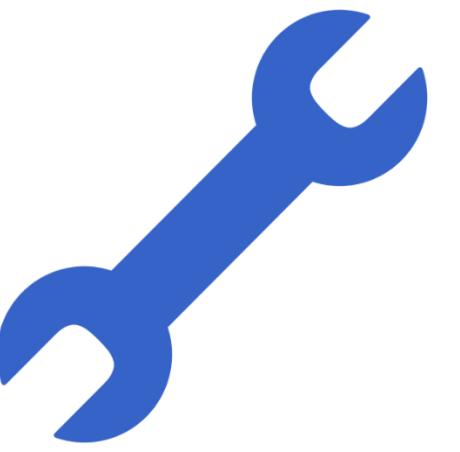
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Easy review and maintenance

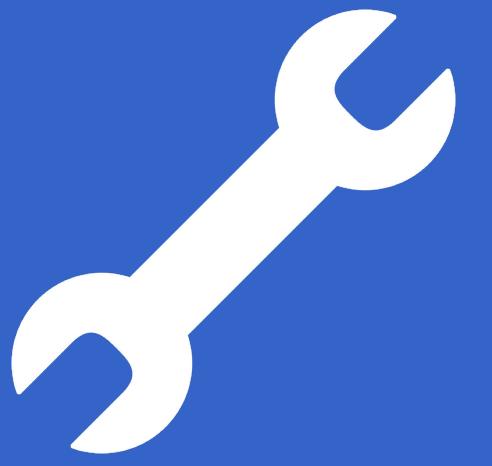
The success of your system is built on simplicity of review and maintenance

- Capture everything
- What is it?
- 2 minute rule
- Do, delegate, defer, archive or trash



What to do when
it fails?

Get back on!



Exercise: Capture everything

Spend 3 minutes to select the appropriate tools for implementing your time management system



Final thoughts: What was most useful?

Let me know what was most useful about this session.

**ASK MORE
QUESTIONS**

GET MORE ANSWERS
Anthony Brummett



THANK YOU.