

(Abbreviated notes from workshop...)

## Time and Project Management

### Getting More Out of Your Time Because You Can't Make More Of It

- I. Plan It
- II. Protect It
- III. Manage It
- IV. Use It

You are empowered to make decisions about your time. Now, make the most of it.



the  
**Empowered  
Creativity  
Institute**  
*with Dion McInnis*

**More of this...**



**Means a lot less of this...**



## **Plan It**

The more you can take control of your time by planning it, the less you'll have the emergency room feel we looked at last time. Planning your time is like sharpening the axe. Brian Tracy says that one minute of planning saves ten minutes of time. Helpful, but let's not confuse the terms. Time can't be made or saved, it can only be utilized well. Planning helps you utilize it.

...about "plans".... Keep a sense of humor and calm.

1. Why Before How
2. Lists: preview and review
3. Prioritize
4. The number one thing
5. The big question: what will be done, by whom and by when. When this happens in the moment, it helps plan everyone's time.

## **Protect It**

Think of how scarce time is. We can't make any more of it. We can't borrow some from a friend. There will be no great discoveries to grow more of it. If we described a food or energy source in this way, we'd rally to...protect it. **Protect your time.**

1. Block time
2. Assign time to the number one thing
3. Allow creative time
4. Minimize distractions: internet, email, bad filing/organizing, guilt, fear, procrastination, comparing to others

## **Manage It**

The only thing we can do to be more effective moment by moment, day by day, week by week is to manage our time. There are steps to take in the moment, processes to develop over longer periods and mindsets to change. Remember, time flies in the heat of action in the trauma room. Try to keep time from flying.

1. Slow down. Exhale. Pause. Reflect. Consider before acting/reacting.
2. Prioritize: urgent and important; urgent but not important; important but not urgent; neither important nor urgent.
3. Assign time. Assign first to the number one thing. Stay on the most important task until it is done.
4. Create lists.

5. Delegate. But what happens if everyone delegates? The yin and yang of cool stuff and the mundane. Delete, delegate, do or defer.
6. Try a tracking time journal for 30 days.
7. Checklists. Nesting dolls. GANT, PERT, etc.

### **Use It**

Empowered to manage your time and situations, equipped to plan, protect and manage your time, you are now fully ready to make project management efficient and effective in ways that work for you.

The best time/project management program is...

The one that'll use and stick with!

### **Why Before How Focuses All**

1. The Big Idea
2. The Main Things
3. All The Pieces
4. The BIG Question

What will be done by when and who is responsible?

Proud of charity partnership with Project Joy and Hope, providing support and empowerment to prevent and relieve suffering for children with life-limiting conditions and their families.

