



Time Management & Prioritization

Kyle O'Neill

*Organizational Development and
Effectiveness*



Key Concepts

1

- Personalized Solutions

2

- Embrace Your Limits

3

- Take Breaks

4

- Workspace Organization

5

- Prioritize Your Way

6

- Self Advocacy

Personalized Solutions

There is no one-size-fits-all solution to time management.

Try multiple techniques and altering them to fit your needs.

Remember, adjusting to new techniques takes time.





Embrace Your Limits

You only have so much time in a day/week/year.

Limit how much you're working on at once.

Energy and focus vary throughout the day/week/year.

Monitor what times are best for different types of work.

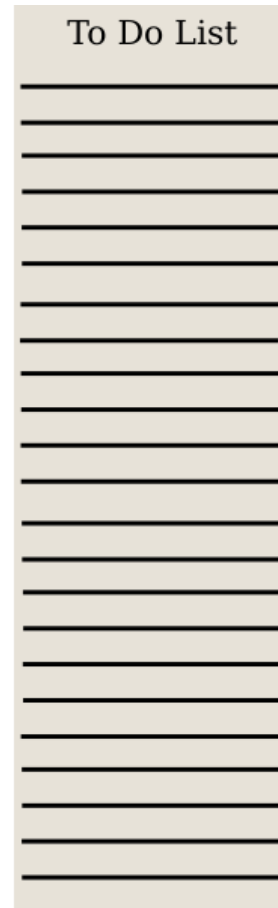
Your brain can only hold so much working memory.

Write things down!

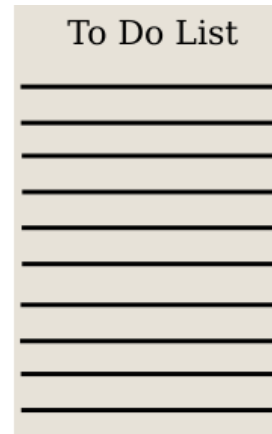
3 Lists

by Warren Buffett
(Modified by
Oliver
Burkeman)

Everything



10 Items



Waiting On



New items can only be added to the top 10 after something has been removed.

Take Breaks



- Increase productivity, creativity, job satisfaction
- Consolidates memories and improves learning
- Restores focus and attention



Best Breaks

Creative

Daydream, setting new goals, learning something new

Movement

Small chores, walks, wandering in a garden

Nourishing

Mediate, power nap, healthy snack, music, coffee or tea

Socializing

Call a friend, chat with a colleague, check-in with family

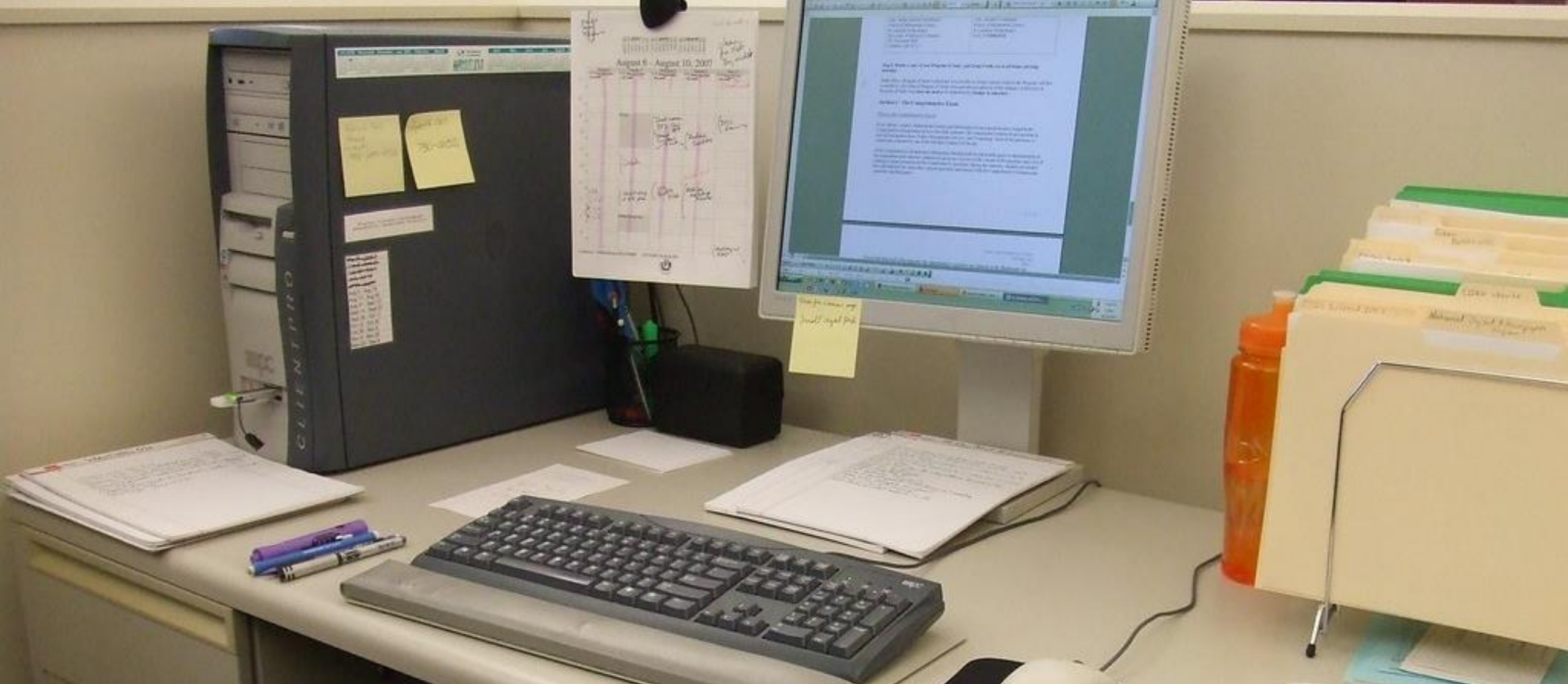
Workspace Organization



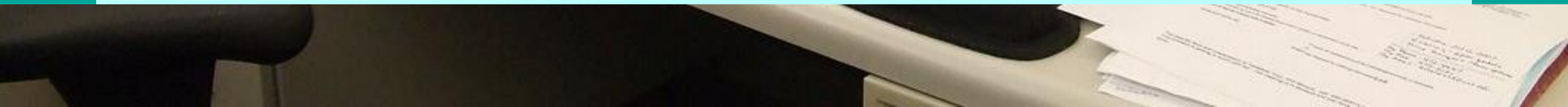
As the pictures come up share what should be moved, thrown away, filed, etc. to make the desk a clear workspace.



Desk #1



Desk #2



Workspace Organization

Minimize visual clutter

Give everything a “place”

Clean up at the end of the day



Prioritize Your Way

Matrices

Head-to-Head

**Descending
Categories**

Weighted Matrix

Kyle's Tasks



Copier/Printer is down



Vague voicemail from supervisor



Post-training administrative work



Course design project



Timesheet is due



Scheduled coaching meeting @ 1:30 PM



Filing



Event preparation



Inbox is at 100 new messages



Meeting with colleague @ 10:00 AM

Using a Matrix

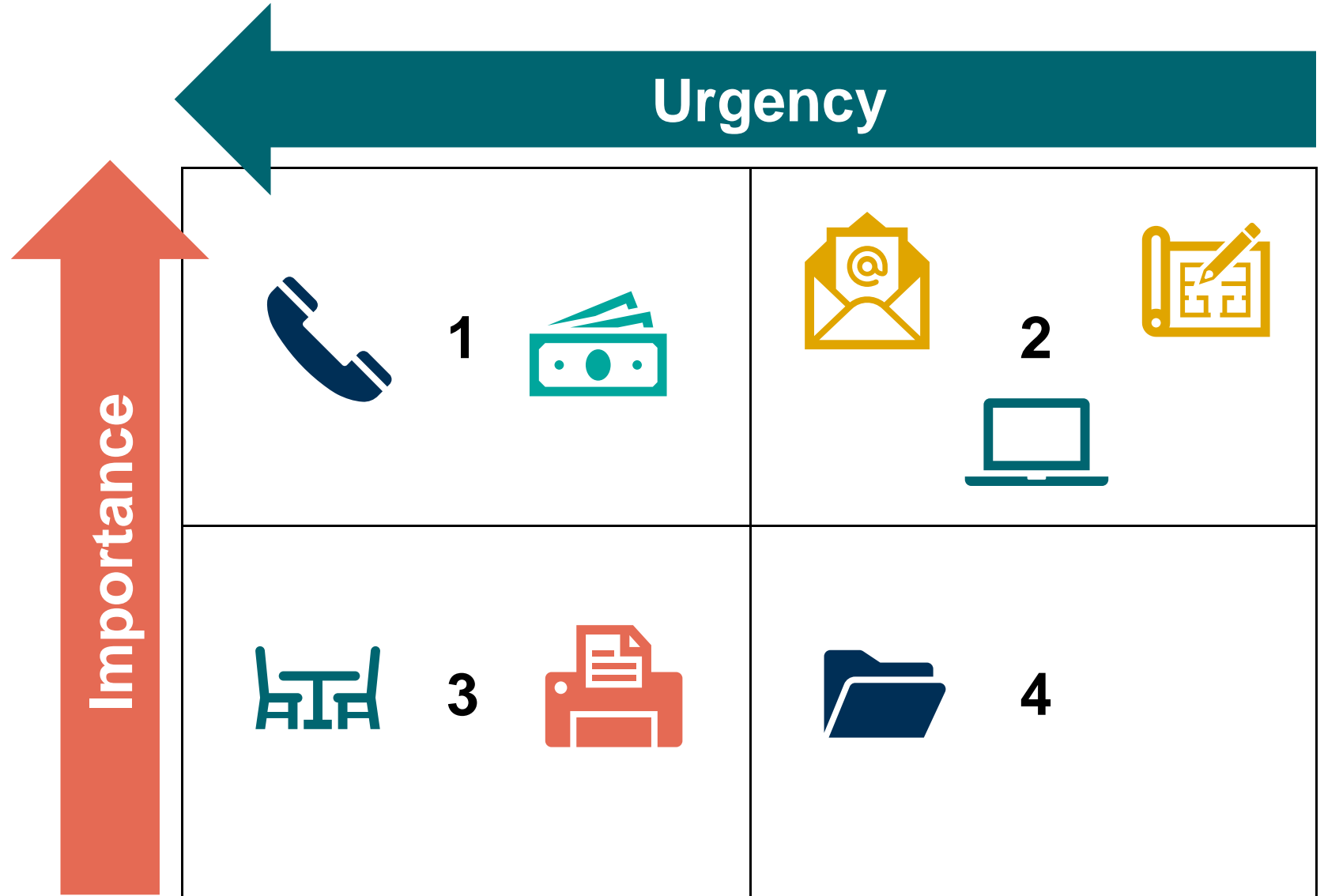
Already Scheduled



Meeting with Colleague



Coaching



Eisenhower Decision Matrix

From President
Dwight
Eisenhower



DO High Urgency, High Importance	SCHEDULE Low Urgency, High Importance
DELEGATE High Urgency, Low Importance	DEFER Low Urgency, Low Importance

Head-to-Head Prioritization

1	2	3	4	5	6	7	8
							
							
							
							
							

Descending Categories

MoSCoW
Prioritization
by Dai Clegg

Must Have

- Essential – consequences attached



Should Have

- Important but not essential



Could Have

- Nice-to-have, but small impact



Won't Have

- Not a priority for the time frame



Summary

I would advise you to start playing with all four of these prioritization techniques.

Depending on the time of day, the time you can dedicate to prioritizing, etc. You might choose a different technique.

Figure out what works best for you.

Alter any of the ideas to make them work for you.



Self Advocacy

Build a strong foundation so your concerns are taken seriously.

Learn about your work culture

Know your job and responsibilities

Build a good professional reputation

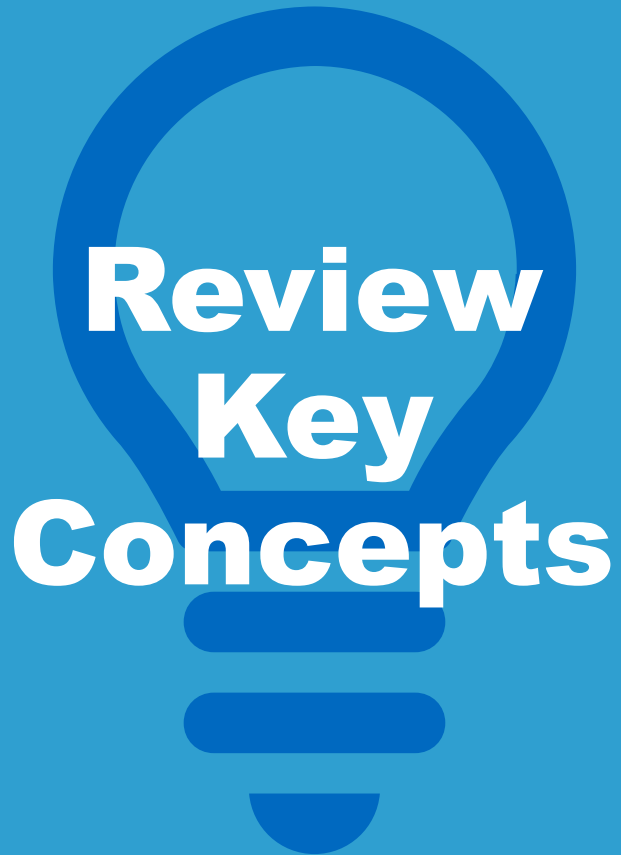
Elements of Self- Advocacy

**Focus on the issue,
not the person**

**Rely on clear facts
and details**

**Present alternative
solutions**

Remain professional



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HR Introduces Virtual Vic

UB's Customer Service chatbot now available on our
Administrative Gateway

<https://www.buffalo.edu/administrative-services/for-faculty-staff.html>

Vic is here to help with your HR questions – ask it anything and it will point you to the correct webpage to find your answer or connect you with a person to respond to your question.





Thank You!!!

How did I do?--Take the Session Survey on your smart device using the QR Code on your schedule.