

Time Management & Effectiveness

#1

Michala Homolova



Introduction

Organizational topics, planning

Course intro

Urgent / Important matrix

Assignment #1



- passionate about professionalism and development
- ambition to help people develop and grow

10 years in management

Mentor, Coach, Consultant of Managers

Red Hat GSS Manager

Find me on LinkedIn 😊

- full-time students
- full-time employees (studies ran in parallel)
- entrepreneurs
- always fire-fighting / as planned
- busy / bored / overloaded
- happy / stressed
- urgently need help / just out of interest

In-class only every other week (bi-weekly)

Next lecture on Monday, September 26th

No lecture on Monday 24th October and 31st October (I will send notification to your emails in advance)

This is a non-obligatory course

BUT

Excuse is: (1) polite, (2) part of the learning process (think of priorities)

Time management methodology – GTD

Planning

Task lists

Emails

Priorities

Delegation

Meetings

Brainstorming

Projects

Stakeholder engagement

WHERE IS MY TIME

?

Are you EFFECTIVE?

EFFICIENT?

PRODUCTIVE?



- Effectiveness
do the right things
- Efficiency
do the things right

What is more important?

- Efficiency

To be efficient is to use the fewest resources for the given task

- Effectiveness

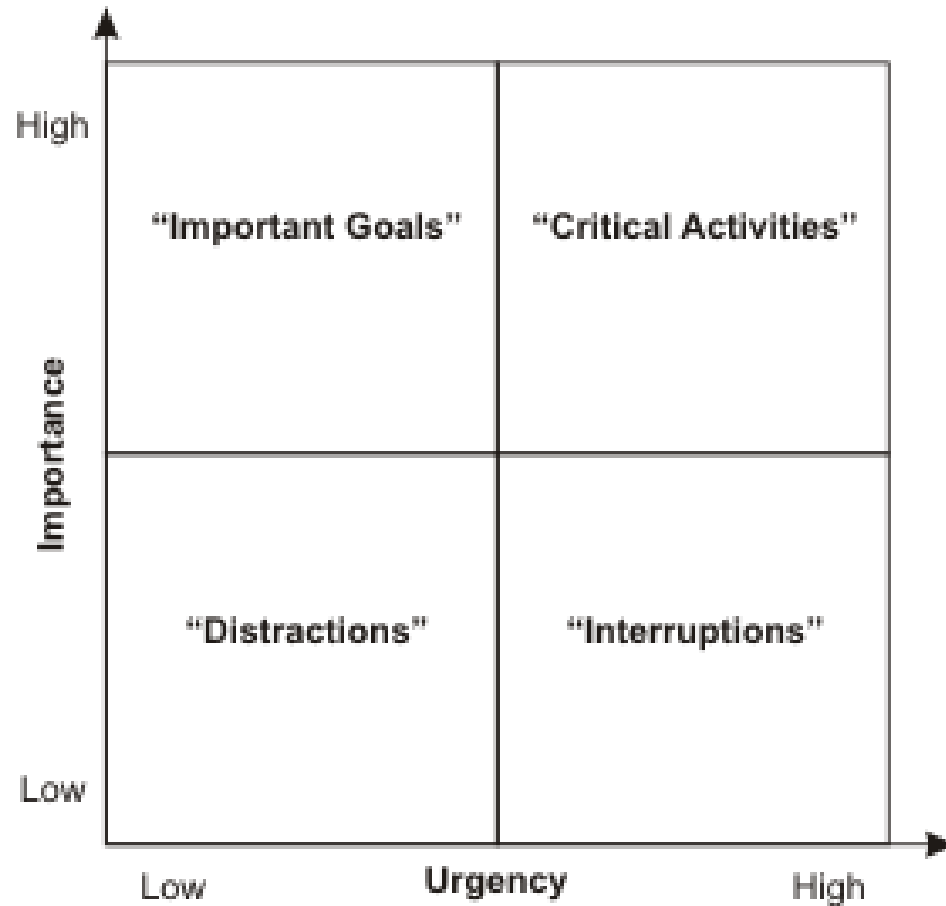
the function of goal accomplishment (either you achieve your goal or you don't)

Hint

Determine what you should be doing.

Only then determine how best and most efficiently it can be achieved.

Figure 1: Urgent/Important Matrix



Important as well as urgent - Daily Fire Fighting

Most people spend a majority of time in this get nowhere rat race. Take care to reduce the time you spend in this on this quadrant and be quick to delegate.

Not Urgent but Important - Think strategically about the big picture.

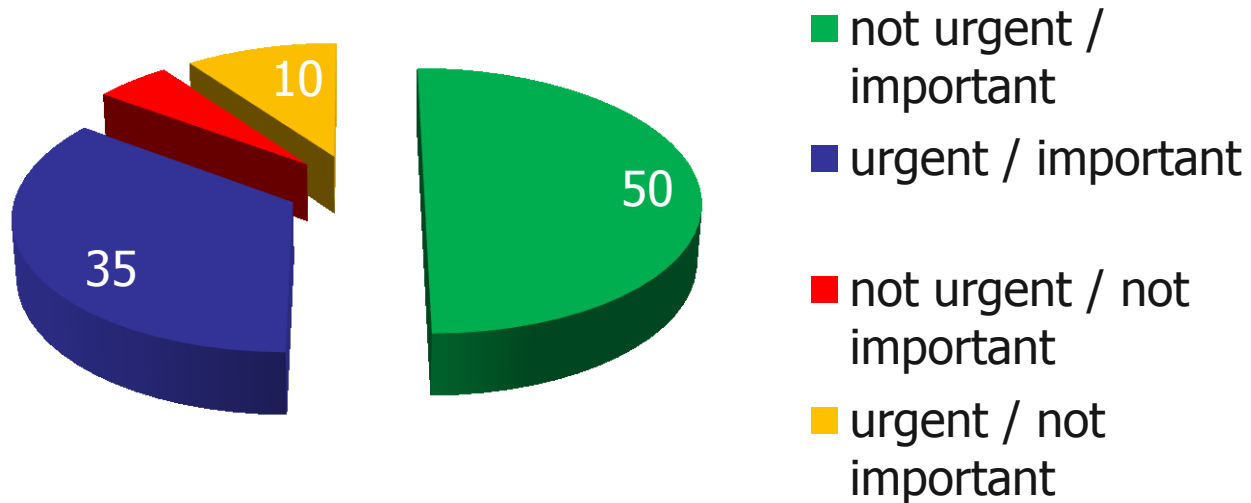
Look for the forest instead of the tree. Maximize your quality time spent in this area.

Urgent but not Important - Someone else's emergency, not yours

Minimize your investment in these activities. This is a where unhappy people spend most of their time.

Neither Urgent nor Important - Time Wasters

These activities are such as when you gossip over the phone, watch television, surf the internet for recreation. Be certain to minimize on this.



There is no ideal for everyone, YOU are to figure out what YOUR ideal is. Track the actual and compare with the desired.

Assignment nr. 1

Deliverables:

1. Graph with your ideal distribution of time spent on Urgent/Important as per the matrix (4 categories)
2. Two paragraph justification for the graph (your situation, why did you decide to split in a way you did)
3. Graph with the actual distribution based on reality
4. Description of what you can do to cover the gap (if any) between the ideal and the actual)

**CONSOLIDATED deliverable: DEADLINE
NEXT MONDAY (26th September), to my
email (format of your choice)**

Works for me

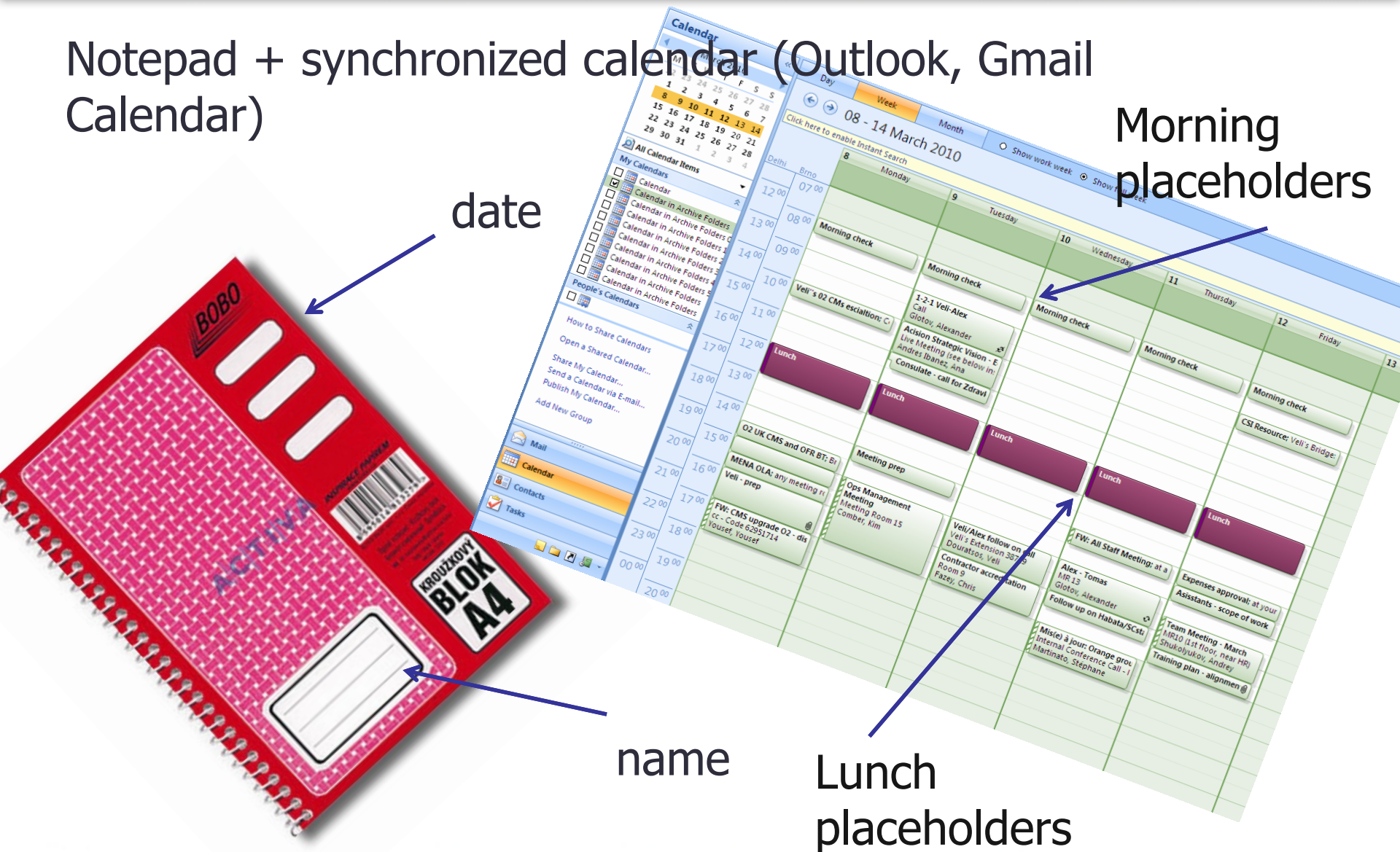
Notepad + synchronized calendar (Outlook, Gmail Calendar)

Morning placeholders

date

name

Lunch placeholders



_Inbox 2010 - Místní složky

screenshot

Jednotné složky

koucing@mcmt.cz

Místní složky

Pošta k odeslání

Pošta Outlook

Mailbox - Homolova, Michala

Conversation History (1)

Deleted Items

Getting started

Junk E-mail

quarantine

RSS Feeds

Sent Items

Sync Issues1

Offline Mail

_Inbox 2010 (4164)

Claims (1)

Deleted Items (1)

Inbox1

Expenses4approval (169)

Getting started (7)

HR (1032)

Inbox up to 09 biggest files (89)

Perly

Positive Feedback

Resource_conflicts

Sent 2010 (1016)

Sent_2009 (885)

Sent-2007

Trainings_policies_links_howtos

uOne (602)

Public Folders

Rychlý filtr: • Nepřečtené ☆ S hvězdičkou V adresáři Štítky Přílohy

	Předmět	Od
☆	Re: Cruz - your help needed	Kominkova, Lenk
☆	FW: Trip to Bno	Munster, Stanisla
☆	Re: KHD schedule	Glotov, Alexande
☆	FW: Adrain Gurbina boking time to ECP13538	Douratsos, Veli
☆	Re: T-Mobile Germany (Bonn, Nurnberg, Hungary)	Lagrange, Remco
☆	KPN visit Brno: possible dates? [CANCELLED]	Aarnink, Henk
☆	Re: new laptopsq	Verner, Michal
☆	Re: new laptopsq	ondrej hadamek
☆	Resource_Request ECP12972 SMSC MR8++ upgrade 2010-01-22 .xlsx	Haefthen, Frans va
☆	PC rotation - unavailable employees	ondrej hadamek
☆	Industry and Competitor News	Acision - News
☆	Microsoft Project Viewer - FREE	Pisachev, Ivan
☆	Revised Customer Satisfaction process launched	Benes, Petr
☆	Return CZ kit	ondrej hadamek
☆	What's new in Customer Support Satisfaction	Vecerova, Petra
☆	touched INC	Opalkova, Eva
☆	Recruitment status 22012010	Pejcharova, Kamil
☆	Examination: Know How Day Presentation 28.01.10.ppt	Kruty, Peter
☆	Re: FW: Adrain Gurbina boking time to ECP13538	Glotov, Alexande
☆	approval TPO of Jan Svoboda/ 3355euro	Poslusna, Petra
☆	Re: approval TPO of Jan Svoboda/ 3355euro	Poslusna, Petra
☆	FW: Adrain Gurbina boking time to ECP13538	Homolova, Micha
☆	Re: Adrain Gurbina boking time to ECP13538	Shukolyukov, An
☆	Re: Adrain Gurbina boking time to ECP13538	Glotov, Alexande
☆	Re: FW: Adrain Gurbina boking time to ECP13538	Glotov, Alexande
☆	Re: Adrain Gurbina boking time to ECP13538	Zelnicek, Jan
☆	zablokovani Diners karty	Kominkova, Lenk
☆	Re: Adrain Gurbina boking time to ECP13538	Glotov, Alexande
☆	FW: zablokovani Diners karty	Kominkova, Lenk
☆	Re: Adrain Gurbina boking time to ECP13538	Matejka, Tomas

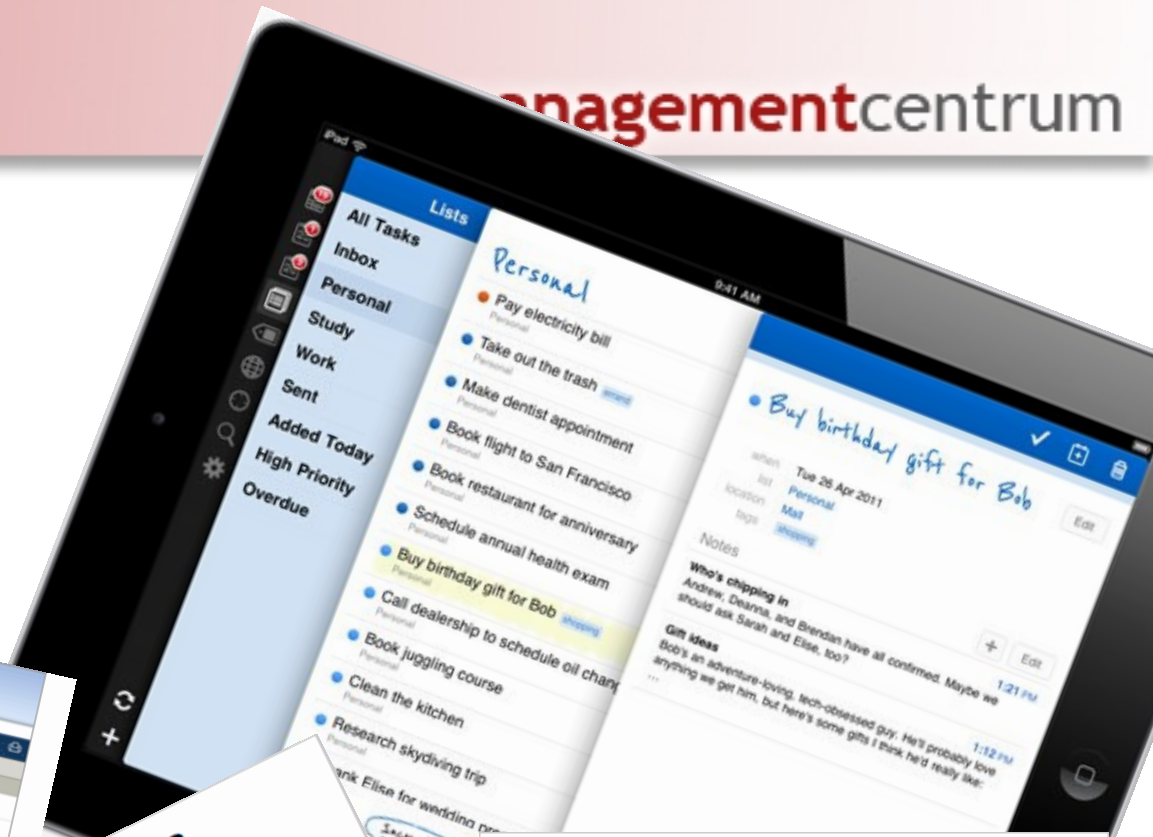
Some tools

Tadalist.com

Toodledo.com

Rememberthemilk.com

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Gift list for the holidays

- iPhone for Chris
- Cuisinart for cousin Karen
- Weber Grill for Joan & Steven
- Architectural prints for Leon
- \$100 Nordstroms gift certificate for Stu
- Wine tasting trip for the Great Aunts
- Printer for Lizzy
- \$100 Borders gift certificate for Andy
- Gardening set for Paul & Patty

Things to pack for my trip

- Sunscreen
- Sandals (maybe the green ones)
- Toothpaste
- Socks, socks, and more socks
- Thomas Jefferson biography
- 8 t-shirts
- 4 pairs of shorts
- Blue suit and orange tie
- Black and brown belt

BUSY?

	11 pondělí	12 úterý	13 středa	14 čtvrtek	15 pátek
9:00	review pplans, sent, journals resourcing meeting prep (WIs, schedules)	review pplans, sent, journals team meeting prep	self-learning - elementk///, PMP review pplans, sent, journals	review pplans, sent, journals	review pplans, sent, journals
10:00	Training & organization skills re to call	Renaissance program status meeting Call - details below The contents of this appointment have been		MultIVAS Operation The contents of this appointment have been updated. Open this appointment to see the	Estimates on time for install, config, upgrade and rollback for each product should be given by R&D in IMAN/CMANS, also add to OR matrix Review CSS 3.1 SOW
11:00	Ops Readiness Resourcing Call Conf Call PIN	OR monthly report review & KPIs	G0 for Convergent Support System 3.1 Conference Bri Monthly 121 - DB to call	Monthly OR Strategy Meeting Placeholder TBC Fortnightly Innovation Partner Introduction Conference Bri	Standard Solutions weekly review Acision conference dial in, passcode - 36 then #
12:00		monthly 1-2-1 prep	Weekly Team Meeting Bridge PIN # The contents of this appointment have been updated. Open this		
13:00	VM 9.6 review & FOA - Trudi, Ai Renaissance report	Last OR update sent 9.12, prepare next. Add a slide to OR update with escalated issues summary VP Product Management	poslat timovi Sol SOW template G4 report for - till 14th !	Gate checklist na workspace (internal + shorter Deliverable RAG) - viz 's mail z 20.8.'10 Careful communication to GS is required that will explain the approach chosen on smsm2.2 foa ////	MCO Taskforce meeting 3.03 van de ACE 3.0 issues
14:00	OR monthly report - which KPIs we have, how exactly to measure				
15:00	Renaissance - Update GP change log, share the link	SG2 personalised Messaging 1.: NIE205 / 90 #	Create memo/propos for PdM on Renaiss. deliverables //// Renaissance - discuss Ren deliverables		Gate 0 M+ 4.1 NIE 205 /
16:00	ACE 3.0 G4 5.5. - Lisa a Matt - re CSS 3.1 WIs	Multivas SOW review	support strategies - ask PdMs for RG info - ct'd	WS homepage top: op readiness status of releases (husty summary, asi jen nekolik poslednich verzí)	CSS 3.1 SOW review

That's it for today

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QUESTIONS?

Individual