

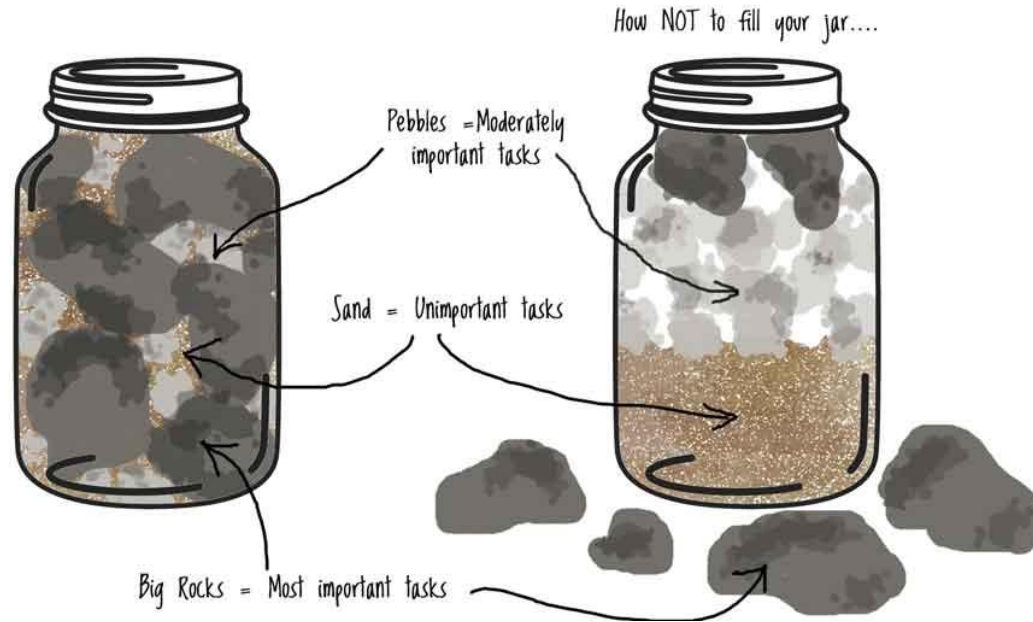
Managing Time & Skills To Prioritise

August 2021

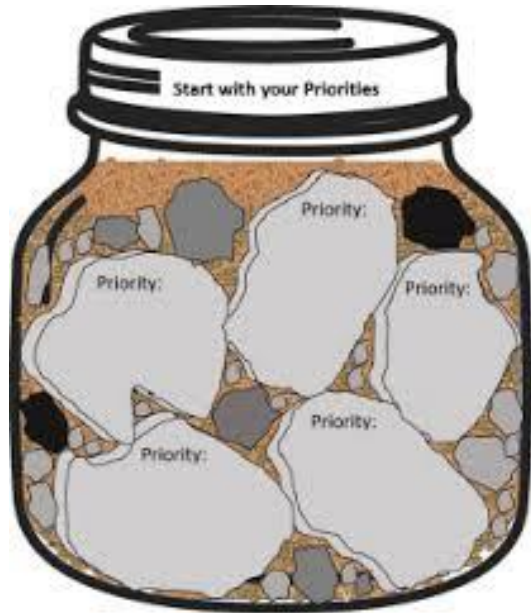


Making good use of time – purposeful & productive

Stephen Covey's 'Big Rocks' Productivity Jar



Making good use of time – purposeful & productive



Capture your big rocks – Important but not urgent tasks
Quad II

Making good use of time – purposeful & productive

Handy hints

- Turn off apps/devices when focusing – infinity pools e.g. email, social media, computer notifications - anything that has infinite content
- Get off the busy band wagon. When you are thinking about your day, 'busy' is often our default mode. What mindset do you want to be purposeful and productive e.g. calm?
- Have one focal point each day, one big thing that you'll feel really satisfied having achieved at the end of the day. Write the one thing that you want to achieve today on a post it note and diarise time for this e.g. 60 - 90 mins. This is about the length of time you need to get into the flow and focus. Think about the best time to apply your peak energy. This is a habit - reverse engineering. Defend this on your calendar. Design your day. What is the most important?
- Create positive pressure by committing to a deadline with a friend, colleague or your leader
- Manage my attention. What caused me to be distracted?
- Reflecting – treat each day like an experiment. What have I learnt today? What can I change tomorrow?
- Email management
 - ✓ Create new folders under your inbox folder. The first is a "To Do" folder, and the second and third are subfolders called "Follow Up" and "Someday"
 - ✓ Use Outlook rules to automatically sort incoming emails to the appropriate folder
 - ✓ Use Outlook's Task List and set a time to receive a reminder

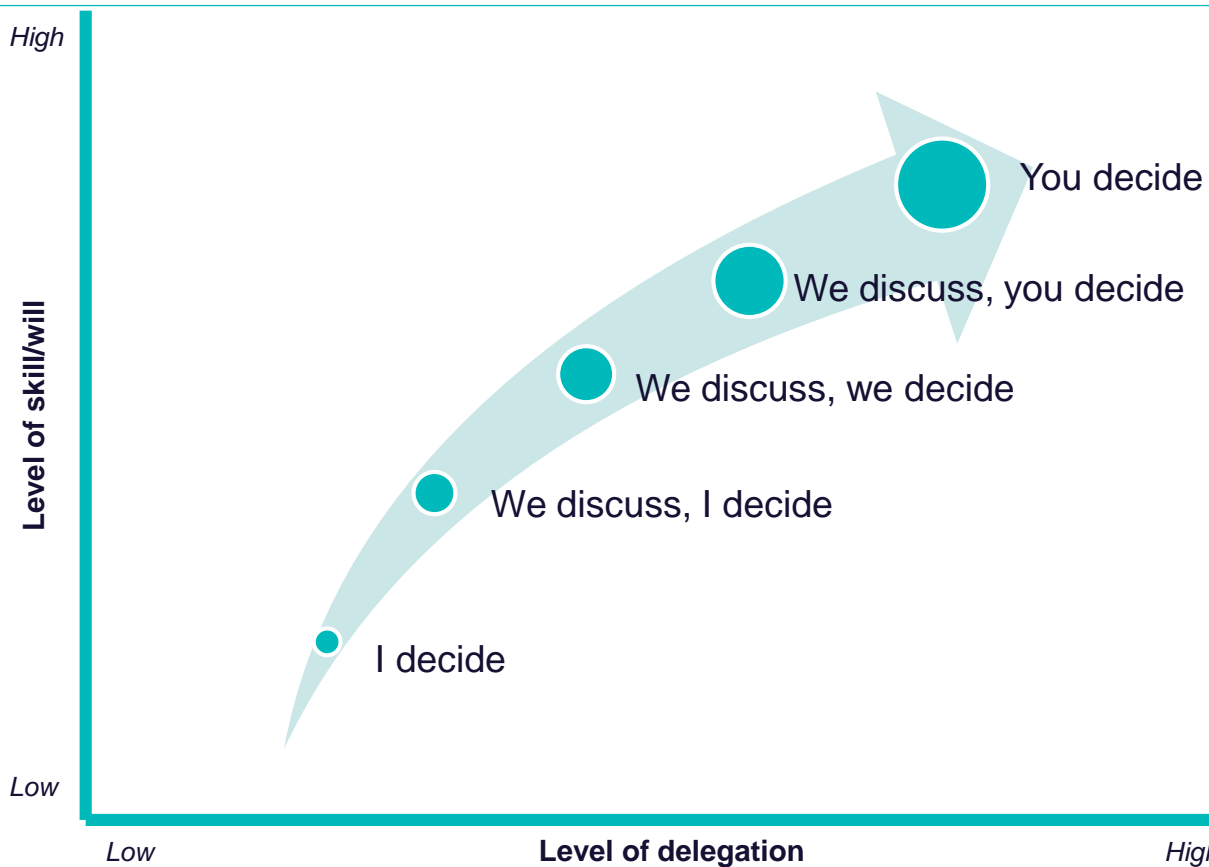
Setting ISMART goals

Inspiring	Is the goal inspiring for the team member?
Specific	<ul style="list-style-type: none">• Specifically define what the team member is expected to do/deliver• Avoid generalities• The level of detail you need to provide depends on the team member's motivation, experience and communication style• Have a shared understanding of the expectations for the goal's outcome• Think about what 'great' looks like.
Measurable	<ul style="list-style-type: none">• Identify how success will be measured – usually stated in terms of quantity, quality, timeliness, numerically (e.g. increase by 10%). <p>NB: The more specific the goal, the easier it is to measure.</p>
Achievable	<ul style="list-style-type: none">• Make sure that accomplishing the goal is realistic and within the team member's realm of authority and capabilities• Can the team member successfully complete this goal with the skills, resources and time available to them?• Have they got the support they need?• Are there factors beyond their control that need to be considered?• While considering whether a goal is achievable, you also need to consider their total set of goals. While each individual goal may be achievable, overall, you may be assigning them more goals than they could reasonably be expected to successfully complete• Make sure both of you agree to all the elements of the goal.
Relevant	<ul style="list-style-type: none">• Where appropriate, link the goal to a higher-level organisational goal. Ensure that they understand how their goal and actions contribute to the attainment of the higher level goal. This gives them business context – the 'why'.
Time-bound	<ul style="list-style-type: none">• Agree when the goal needs to be completed (e.g. by the end of Q2, every month).

Setting ISMART goals

Inspiring	<ul style="list-style-type: none">• How is this goal inspiring for you?• Specifically, how inspiring is this goal for you (1 being uninspiring and 10 being extremely inspiring)?• What prevents you from being at a 10?• What do you need to change to lift your inspiration up to a 10?
Specific	<ul style="list-style-type: none">• What will the goal accomplish? What will the outcome be?• What does 'great' look like?• How will it be accomplished?• What specifically is the next step – action/behaviour)?
Measurable	<ul style="list-style-type: none">• How will you measure whether or not the goal has been reached?
Achievable	<ul style="list-style-type: none">• Is this goal realistic/achievable for you?• Have others done it successfully?• Do you have the necessary knowledge, skills, time and resources to accomplish the goal?• What support do you need and from whom?• Are there factors beyond your control that need to be considered?• Will meeting the goal stretch/challenge you without defeating you?• Consider your total set of goals. While each individual goal may be achievable, overall, do you think you are able to successfully achieve all these goals?
Relevant	<ul style="list-style-type: none">• Why this goal?• How does this goal link to your organisational strategy?• What is the purpose or benefit of accomplishing the goal?
Time-bound	<ul style="list-style-type: none">• Specifically, when are you going to start/finish?• What is the established completion date?• Does that completion date create a practical sense of urgency?

Delegating tasks



Managing your energy

To be fully engaged in our lives, be present, and be mindful of ourselves and others, we must be physically energized, emotionally connected, mentally focused, and spiritually aligned with a purpose beyond our immediate self-interest.”

– Adapted from Jim Loehr and Tony Schwartz, *The Power of Full Engagement* (2003).

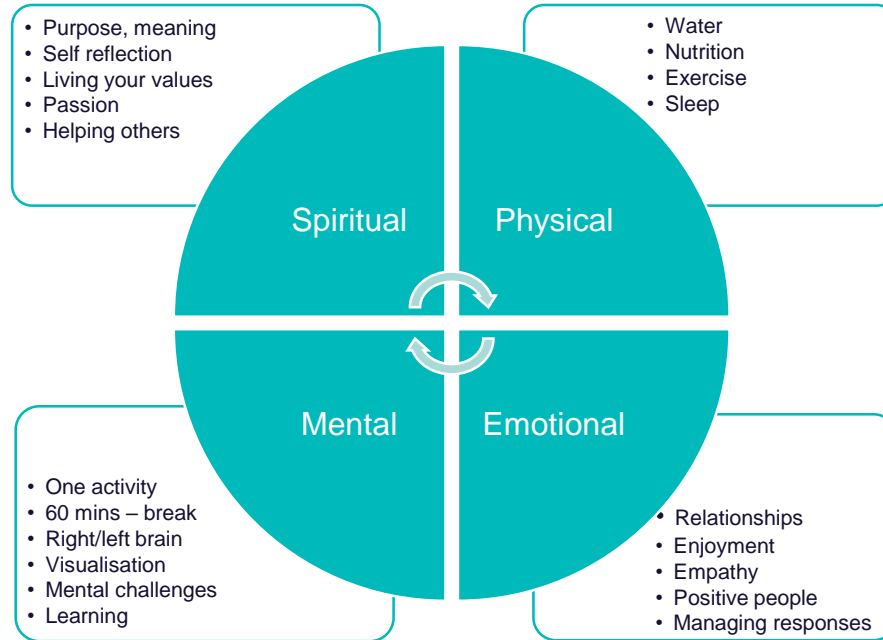
We need to be skilled at prioritising and taking on multiple roles. Even if we are, why do some of us still end up stressed, exhausted and unproductive? Sometimes the issue isn't time management, it's energy. To sustain high performance with the ever-increasing pressures and rapid change, you need to manage your energy effectively as a leader.

Skilful management of our energy and building our personal capacity plays an integral part in our leadership performance, health, and happiness. By creating more space and energy, it is easier to be present as a leader and have the greatest positive impact. Think about what fills your tank. When your tank is empty you feel depleted and you will feel like you have nothing to give.



Being present – managing your energy

Activity - Pair up and coach each other on how you can build your personal capacity to manage your energy more effectively.



Reflection



Keep



Stop



Start