Kick chaos to the curb!
Improve productivity. Increase revenue. Reduce stress.

Boosting Productivity:

Time Management Strategies for Working Smarter, Not Longer

Helene Segura, M.A. Ed., CPO®
Time Management Fixer | Author | Presenter

HeleneSegura.com **@LivingOrderSA**

1

2

3

Overview

Strategic

Foundations of Time Management

Tactical

Productive Meetings

Email Management

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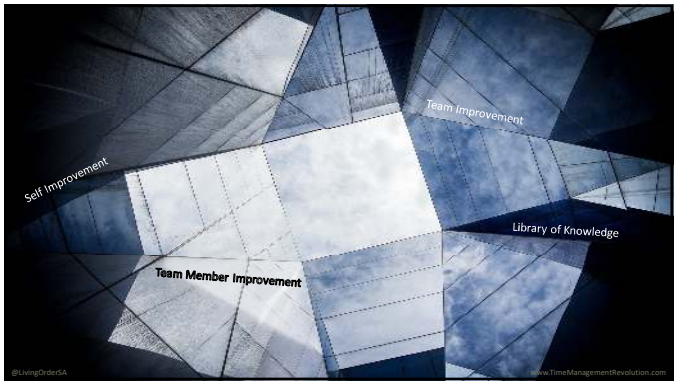
4



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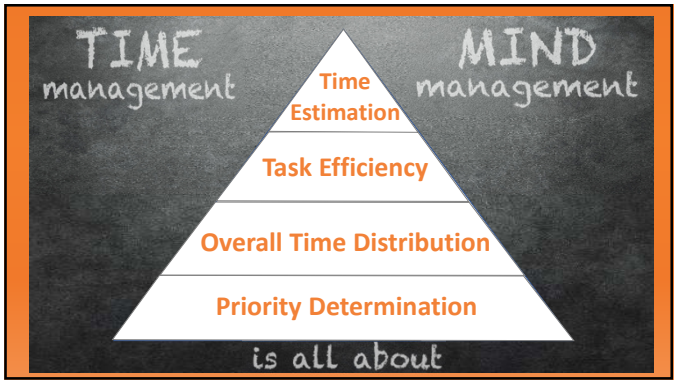

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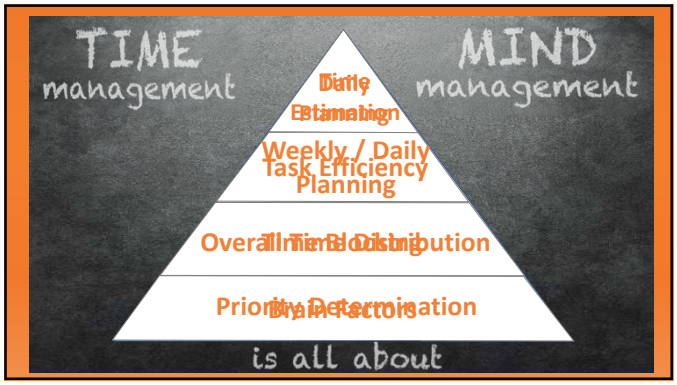

TIME
management
MIND
management
Daily
Estimation
Weekly / Daily
Task Efficiency
Planning
Overall Time Distribution
Priority Determination
is all about

7


NEGOTIATE
TIME
WITH
YOURSELF

8


PRIORITY
DETERMINATION

9

BRAIN FACTORS

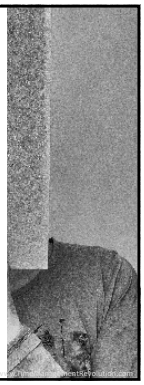
10

WHAT IS THE DIFFERENCE BETWEEN A *JOB RESPONSIBILITY* AND A *TASK*?

11

[1]

Job Responsibilities

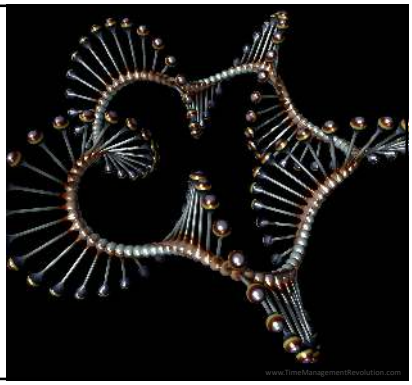


12

[2]
Work Hours

13

[3]
Patterns



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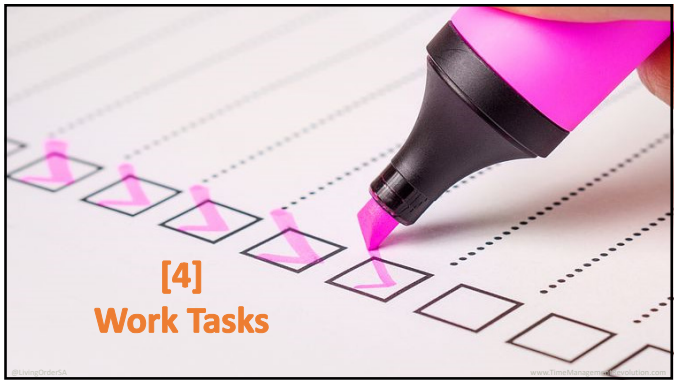

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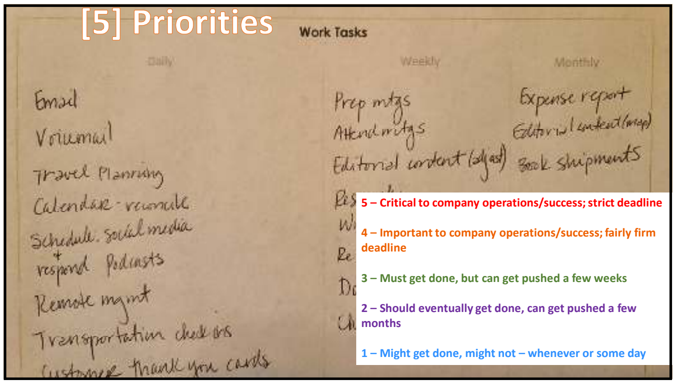
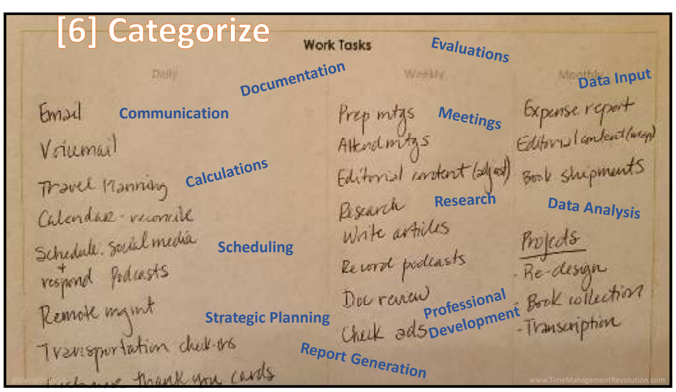

[5] Priorities
Work Tasks
Email
Voicemail
Travel Planning
Calendar - reconcile
Schedule social media
+ respond Podcasts
Remote mgmt
Transportation check-ins
Prep mtgs
Attend mtgs
Editorial content (adjust)
Expense report
Editorial content (mag)
Book shipments
5 – Critical to company operations/success; strict deadline
4 – Important to company operations/success; fairly firm deadline
3 – Must get done, but can get pushed a few weeks
2 – Should eventually get done, can get pushed a few months
1 – Might get done, might not – whenever or some day

16


Question
On average, what percentage of your time each day is spent on your 5's and 4's?
a) 90% or more
b) 70-89%
c) 50-69%
d) 35-49%
e) 0-34%

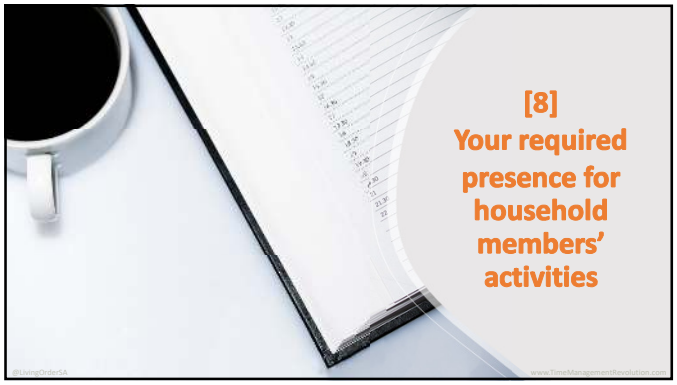
17


[6] Categorize
Work Tasks
Evaluations
Documentation
Data Input
Monthly
Email
Communication
Voicemail
Travel Planning
Calculations
Calendar - reconcile
Schedule social media
Scheduling
+ respond Podcasts
Remote mgmt
Strategic Planning
Transportation check-ins
Report Generation
Prep mtgs
Meetings
Attend mtgs
Editorial content (adjust)
Research
Research
Write articles
Record podcasts
Doc review
Professional Development
Check ads
Expense report
Editorial content (mag)
Book shipments
Data Analysis
Projects
- Re-design
- Book collection
- Transcription

18


[7]
Household
Members

19


[8]
Your required
presence for
household
members'
activities

20


[9] Who gets priority?

21


[5] Priorities
[6] Categorize

22


TIME
management
is all about
MIND
management

23


NEGOTIATE
TIME
WITH
YOURSELF

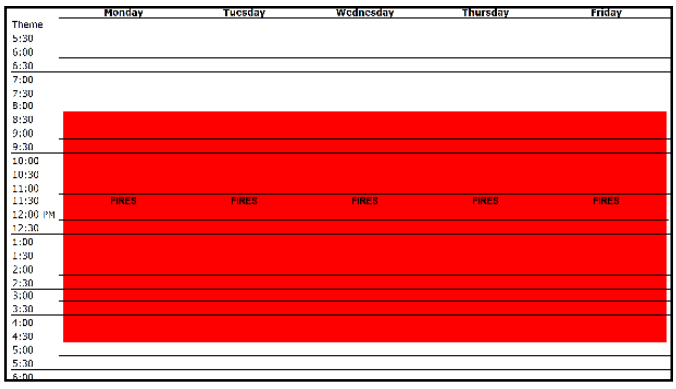
24

OVERALL
TIME
DISTRIBUTION
+
TASK EFFICIENCY

25

WHAT *DO YOU*
KNOW ABOUT
TIME BLOCKING ?

26



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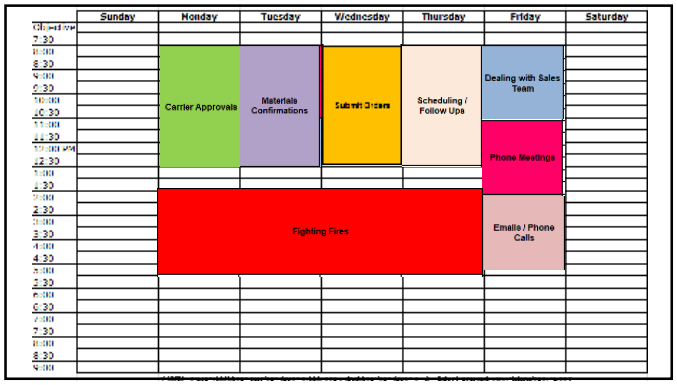
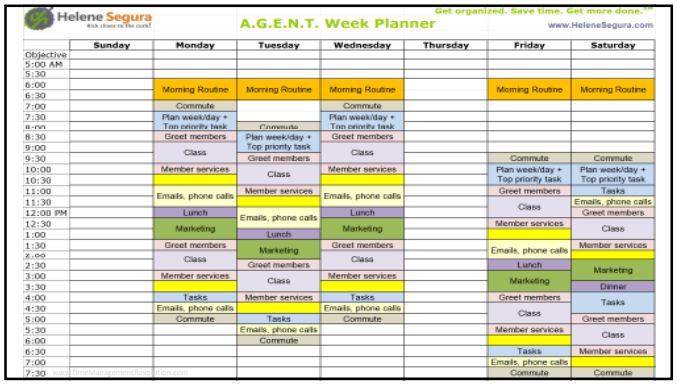

Sunday
Monday
Tuesday
Wednesday
Thursday
Friday
Saturday
Carrier Approvals
Materials Confirmations
Submit Orders
Scheduling / Follow Ups
Dealing with Sales Team
Phone Meetings
Fighting Fires
Emails / Phone Calls

28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A.G.E.N.T. Week Planner
Get organized. Save time. Get more done.
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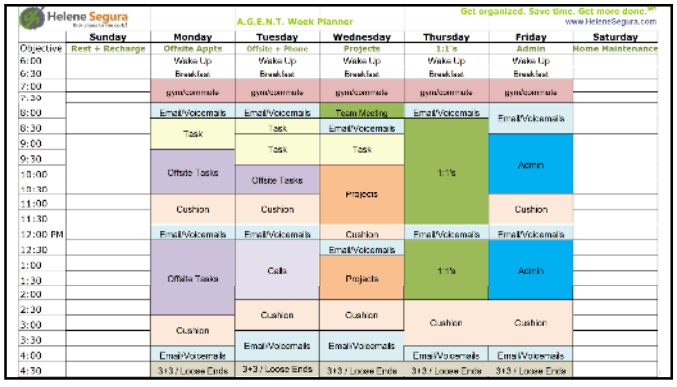
Sunday
Monday
Tuesday
Wednesday
Thursday
Friday
Saturday

29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Sunday
Monday
Tuesday
Wednesday
Thursday
Friday
Saturday

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CSR **A.G.E.N.T.** **Week Planner**

	Monday	Tuesday	Wednesday	Thursday	Friday
Theme					
5:00 AM					
5:30					
6:00					
6:30					
7:00	commute	commute	commute	commute	commute
7:30	commute	commute	commute	commute	commute
8:00	Carrier Approvals	Carrier Approvals	Carrier Approvals	Carrier Approvals	Carrier Approvals
8:30	Carrier Approvals/Filter EM-PH	Carrier Approvals/Filter EM-PH	Carrier Approvals/Filter EM-PH	Carrier Approvals/Filter EM-PH	Carrier Approvals/Filter EM-PH
9:00	2-minute drill: EM + Phone	2-minute drill: EM + Phone	2-minute drill: EM + Phone	2-minute drill: EM + Phone	2-minute drill: EM + Phone
9:30	Submit Orders	Submit Orders	Submit Orders	Submit Orders	Submit Orders
10:00	Submit Orders	Submit Orders	Submit Orders	Submit Orders	Submit Orders
10:30	Scheduling/Follow-Ups	Scheduling/Follow-Ups	Scheduling/Follow-Ups	Scheduling/Follow-Ups	Scheduling/Follow-Ups
11:00	Scheduling/Follow-Ups	Scheduling/Follow-Ups	Scheduling/Follow-Ups	Scheduling/Follow-Ups	Scheduling/Follow-Ups
11:30					
12:00 PM					
12:30	Materials Confirmations	Materials Confirmations	Materials Confirmations	Materials Confirmations	Materials Confirmations
1:00	Materials Confirmations	Materials Confirmations	Materials Confirmations	Materials Confirmations	Materials Confirmations
1:30	Lunch	Lunch	Lunch	Lunch	Lunch
2:00	Lunch	Lunch	Lunch	Lunch	Lunch
2:30	Phone Meeting	Phone Meeting	Phone Meeting	Phone Meeting	Phone Meeting
3:00					
3:30					
4:00	Sales Team Check In	Sales Team Check In	Sales Team Check In	Sales Team Check In	Sales Team Check In
4:30	3+3 / Wrap Up / Prep	3+3 / Wrap Up / Prep	3+3 / Wrap Up / Prep	3+3 / Wrap Up / Prep	3+3 / Wrap Up / Prep
	commute	commute	commute	commute	commute
	commute	commute	commute	commute	commute

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CSR **A.G.E.N.T.** **Week Planner**

	Monday	Tuesday	Wednesday	Thursday	Friday
Theme					
5:00 AM					
5:30					
6:00					
6:30					
7:00	commute	commute	commute	commute	commute
7:30	commute	commute	commute	commute	commute
8:00	Carrier Approvals	Carrier Approvals	Carrier Approvals	Carrier Approvals	Carrier Approvals
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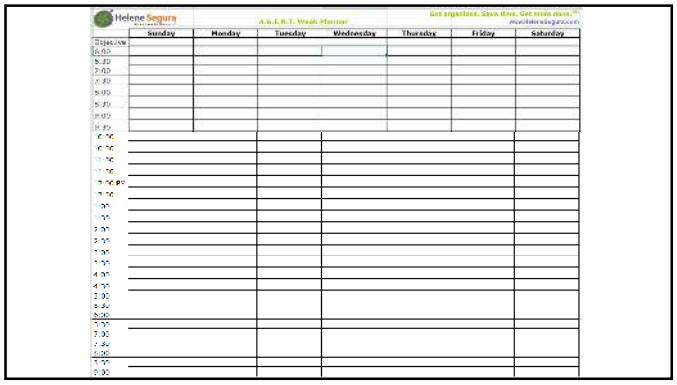
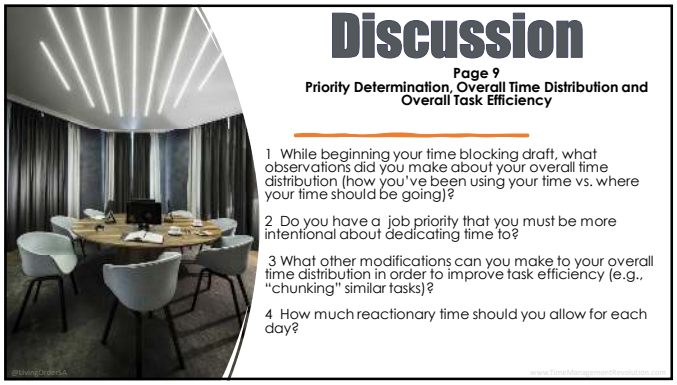
11:00	Scheduling/Follow-Ups	Scheduling/Follow-Ups	Scheduling/Follow-Ups	Scheduling/Follow-Ups	Scheduling/Follow-Ups
11:30					
12:00 PM					
12:30					
1:00					
1:30					
2:00					
2:30					
3:00					
3:30					
4:00					
4:30	3+3 / Wrap Up / Prep	3+3 / Wrap Up / Prep	3+3 / Wrap Up / Prep	3+3 / Wrap Up / Prep	3+3 / Wrap Up / Prep
	commute	commute	commute	commute	commute
	commute	commute	commute	commute	commute

32

33


Helene Segura
Sunday
Monday
Tuesday
Wednesday
Thursday
Friday
Saturday

34


Discussion
Page 9
Priority Determination, Overall Time Distribution and Overall Task Efficiency
1 While beginning your time blocking draft, what observations did you make about your overall time distribution (how you've been using your time vs. where your time should be going)?
2 Do you have a job priority that you must be more intentional about dedicating time to?
3 What other modifications can you make to your overall time distribution in order to improve task efficiency (e.g., "chunking" similar tasks)?
4 How much reactionary time should you allow for each day?

35


TIME
management
is all about
MIND
management

36

NEGOTIATE
TIME
WITH
YOURSELF

37

TASK EFFICIENCY
+
TIME
ESTIMATION

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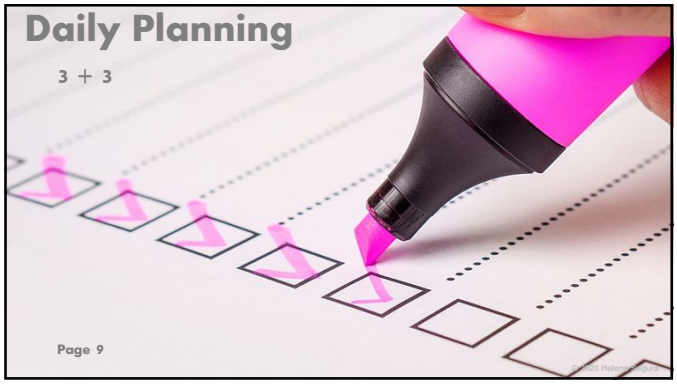


39

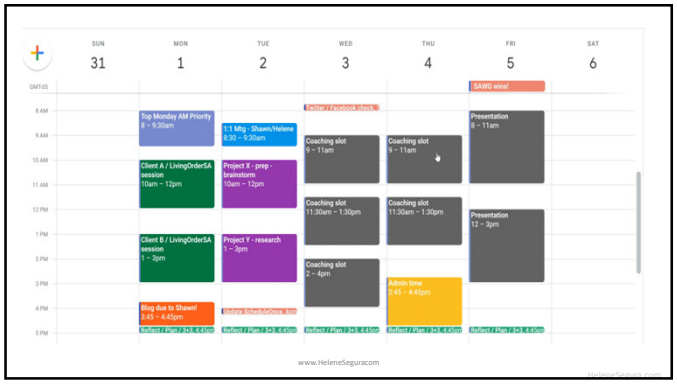
3 + 3

Top 3 priority tasks to complete
1.
2.
3.

Next 3 priority tasks to complete
4.
5.
6.

40

41



42

Thursday & Friday

Pre-meeting prep?

Post-meeting debriefing?

Reactionary time?

Morning task appointments?

Reserve time for anything coming down the pipeline?

Open time for possible meetings?

43

Discuss

Discuss Daily Planning: (page 9)

What are your top daily planning best practices?

How will you implement time estimation in your daily planning process?

What variation of 3+3 will you utilize and why?

What other modifications can you make to your daily planning and working methods in order to improve your daily task efficiency?

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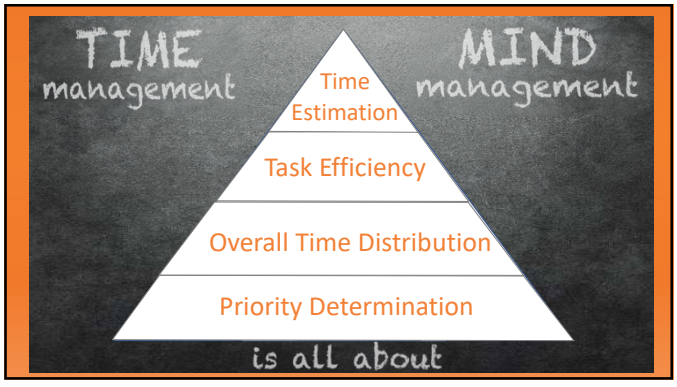

45


Questions?

46


A-ha's?
Actions?

47


TIME
management
is all about
MIND
management

48


MAKING
MEETINGS
MORE
PRODUCTIVE

49

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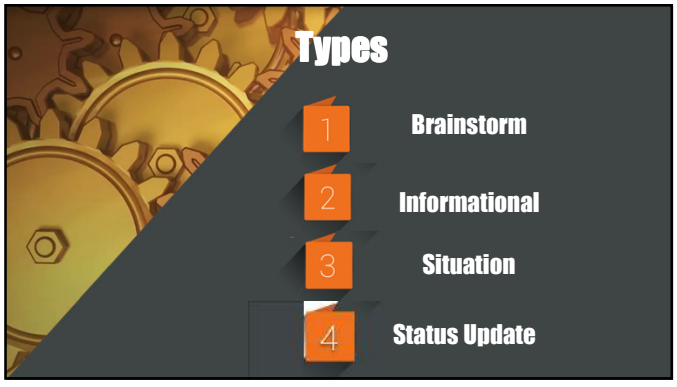
Types
1
Brainstorm
2
Informational
3
Situation
4
Status Update

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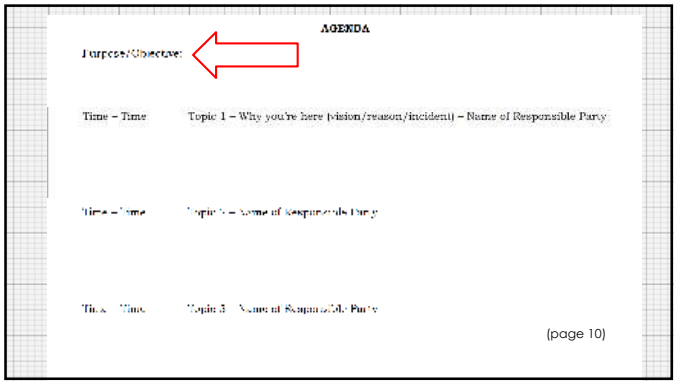
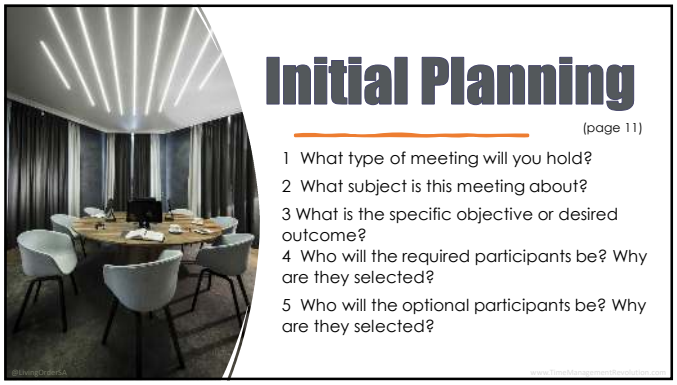
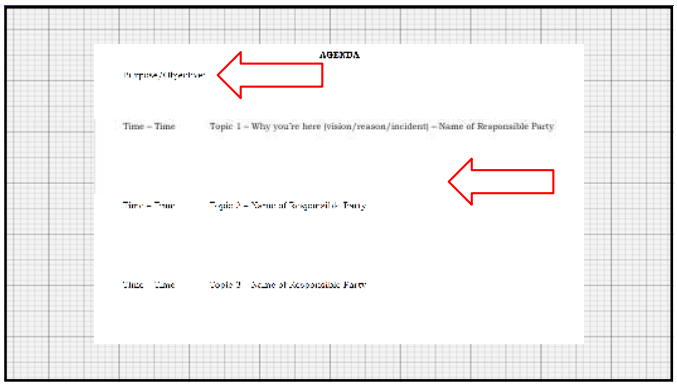

AGENDA
Purpose/Objective:
Time – Time
Topic 1 – Why you're here [vision/reason/incident] – Name of Responsible Party
(page 10)

52


Initial Planning
(page 11)
1 What type of meeting will you hold?
2 What subject is this meeting about?
3 What is the specific objective or desired outcome?
4 Who will the required participants be? Why are they selected?
5 Who will the optional participants be? Why are they selected?

53


AGENDA
Purpose/Objective:
Time – Time
Topic 1 – Why you're here [vision/reason/incident] – Name of Responsible Party

54

Achieve Objective

(page 11)

1 What type(s) of discussion(s) will lead participants to your meeting objective?

2 Will your meeting be a discussion on a single topic, or will it need to be divided into multiple topics?

3 What types of questions will help spur that discussion?

4 Will you be the only facilitator, or will other people need to be asked/voluntold/invited to present/facilitate a portion?

55

Meeting Agenda Template

Group Name:

Day, Date, Year: Location:

Meeting Time: Start – End

Time – Time: Arrival, snacks, visiting (*pre*-meeting, 5-15 minutes)

Prep/Study/Bring:

56

Pre-Meeting

(page 11)

1 What type of preparation can meeting participants complete so they arrive with more questions, ideas, thoughts and/or solutions?

2 Is there a public location where they can compile these, or should they each arrive with these in hand?

3 Are there any deliverables, products, examples, etc., that attendees should bring?

4 For optimal meeting organization, which of these components will you need to discuss beforehand with any other meeting collaborators/facilitators?

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Roll-Out

MEETING AGENDA TEMPLATE

Group Name:

Day, Date, Year: Location:

Meeting Time: Start – End

Time – Time: Arrival, snacks, visiting (*pre*-meeting, 5-15 minutes)

Prep/Study/Bring:

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Facilitation

AGENDA

Time – Time Topic 1 – Why you're here (vision/reason/incident) – Name of Responsible Party

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Follow-Through

Time – Time (5-10 minutes) Next Steps (this should be a re-cap: deliverables, by whom, by when)

Time – Time (3-5 minutes) Next Meeting

Time – Time (last 3-5 minutes) Clarifying Questions

60


EMAIL
MANAGEMENT

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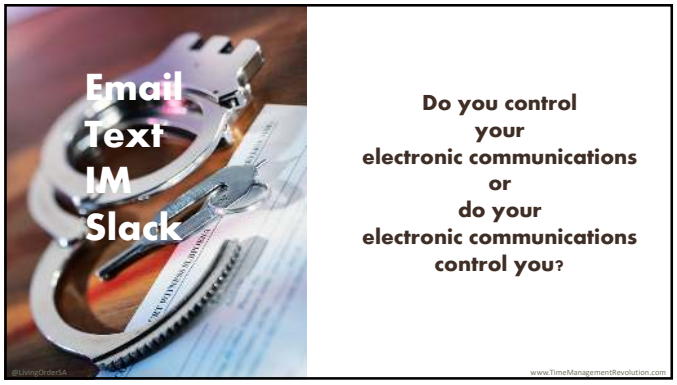
Email
Text
IM
Slack
Do you control
your
electronic communications
or
do your
electronic communications
control you?
www.TimeManagementRevolution.com

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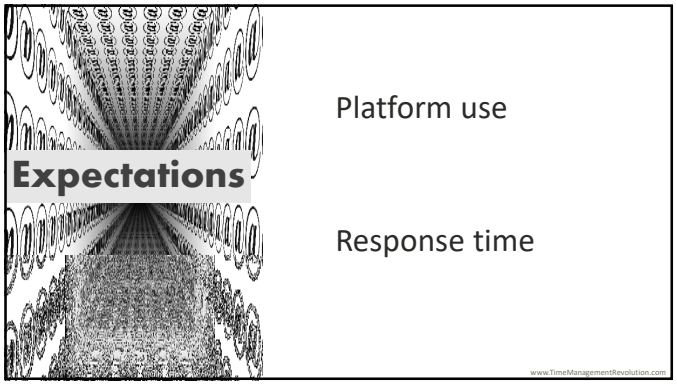
Expectations
Platform use
Response time
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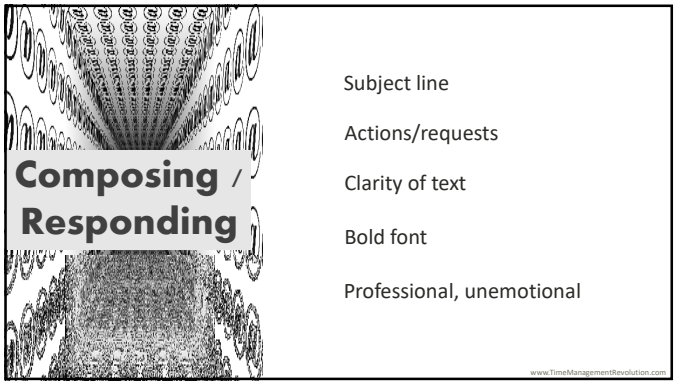
Composing / Responding
Subject line
Actions/requests
Clarity of text
Bold font
Professional, unemotional
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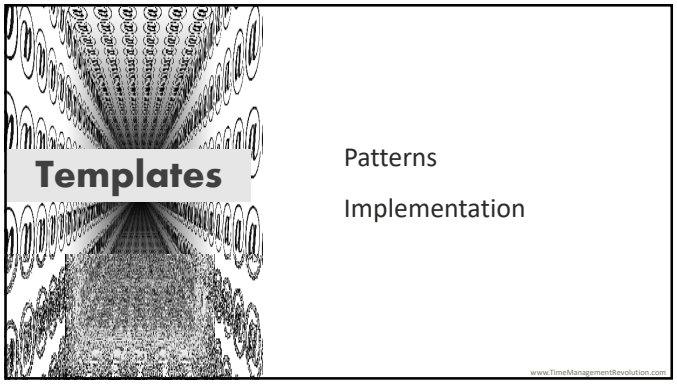
Templates
Patterns
Implementation
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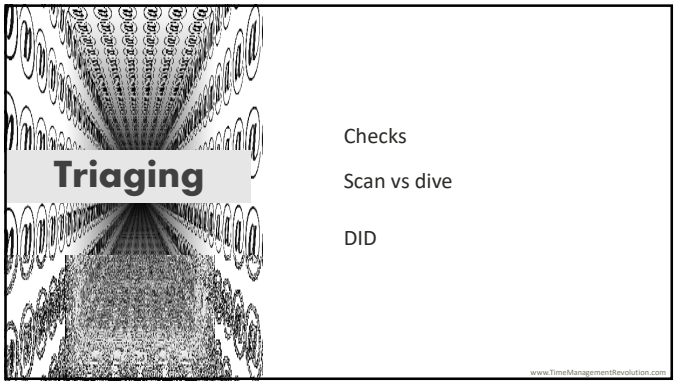
Triaging
Checks
Scan vs dive
DID
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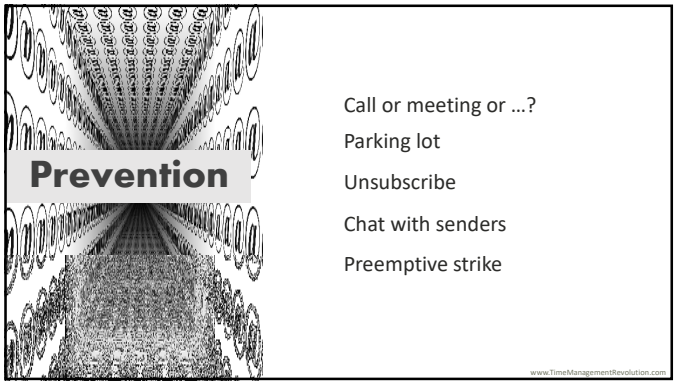
Prevention
Call or meeting or …?
Parking lot
Unsubscribe
Chat with senders
Preemptive strike
www.TimeManagementRevolution.com

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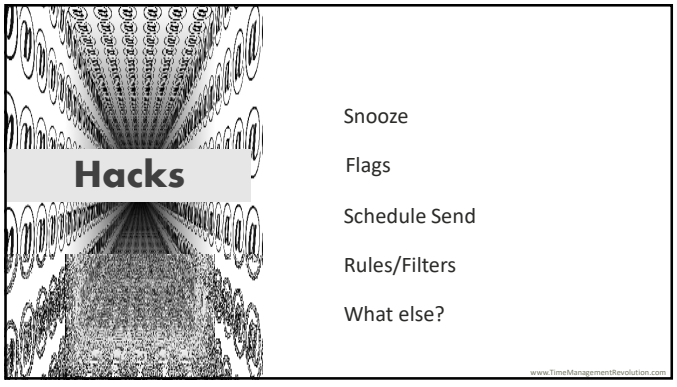
Hacks
Snooze
Flags
Schedule Send
Rules/Filters
What else?
www.TimeManagementRevolution.com

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TIME
management
is all about
MIND
management

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A-ha's?
Actions?

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Questions?

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Kick chaos to the curb!
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Helene Segura, M.A. Ed., CPO®
Time Management Fixer | Author | Speaker
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HeleneSegura.com
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