Finding the Time:
Time Management / Organization Strategies (with Outlook & Google)

for Graduate Business Students:

Presented by
Randall (Randy) Dean

President, *Randall Dean Consulting & Training, LLC*
A Leading Time & Tech Management/
E-mail & Info Overload Training Firm
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Randall Dean Consulting & Training, LLC

Agenda of Program

- What is "Time Management"?
- *A Quick Look at Personal "Infrastructure"*
- Calendar/Capacity Management
- Managing Projects / Responsibilities / Expectations
- Keeping E-mail/Social Media Under Control
- A New Daily Routine
- Managing Contacts for Life
- All Together Create Basis for "Time Management/Personal Productivity *'Infrastructure'*"

Simple Question:

What is "Time Management"?

Time Management

- Focus on Big Picture
- Managing Details, Inputs, & Crises
- Managing People & Resources
- Organization
- Technology & Infrastructure
- Smart Routines & Rituals
- Work/Life Balance?
- Getting the Right Stuff Done at Right Time
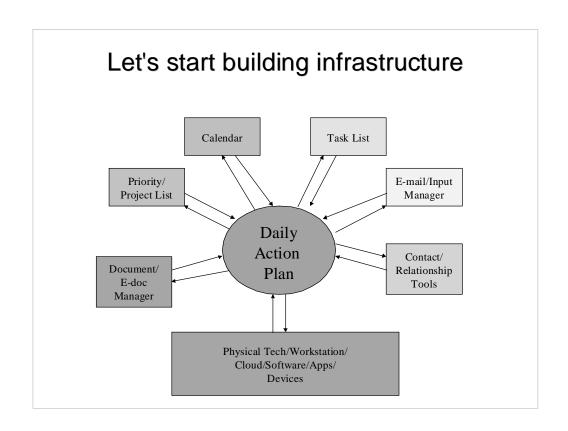
What Time Management is Not ...

- Aptitude
- Motivation
- Performance

Basic Components for Your *Productivity Infrastructure*

- Ability to see "big picture" and incorporate into daily activities
- Short/mid-term time planning through calendar
- Individual Project/Task (Course/Career?) Mgt.
- E-mail/Info/Idea Management System
- Contact Tracking/Relationship/Delegation Mgt.
- Physical Document/E-Doc Storage/Reference
- Tech/physical infrastructure to support all above

Infrastructure works best with regular regimens & routines

- Annual/Academic Period reviews and updates
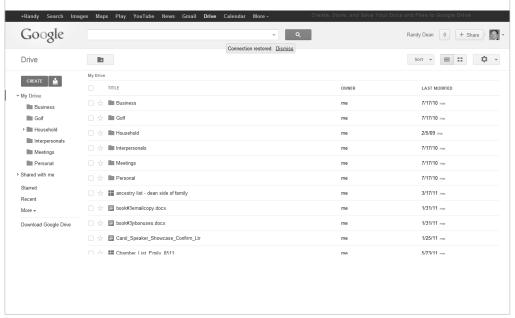- Weekly review/updates of priority/task list
- Daily update/review of calendar/task list (Morning Routine)
- Monitoring e-mail and other info inputs multiple times per day/incorporation into daily plan
- Real-time document/e-doc filing & deletion
- Goal: ability at any time to find the best use of time (urgent items, key priorities, flex & adjust)

Let's start building infrastructure

Simple Recommendation: "Big Picture" Memo

- List of current projects/priorities
- Possibly add in simple goals
- Rank order for clarity
- Review at least weekly
- Helps with "Yes" and "No"
- Also recommend "Possibilities" list – provides motivation for achievement

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Use Google Drive to set up a word processing document to create and save your personal documents

Google Docs in Google Drive is pretty much just like the Microsoft Office suite of products, you can use the drop down menus to find saving and editing options – here is my Priority List in Google Docs

Randy Dean Priorities ☆ ▥

File   Edit   View   Insert   Format   Tools   Table   Help

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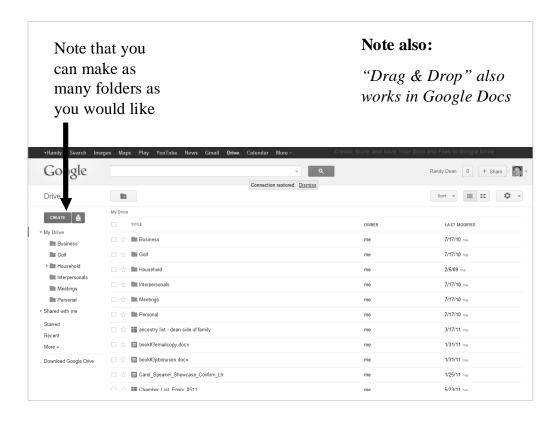
Randy Dean Priorities

Increase bookings by 25% this year
Get new webinar series online and available for download
Lose final 4 pounds!

Halle & Anna's Development/Family Responsibilities

Getting in Shape this fall
-- Basketball
-- Golf
-- Yoga/Strength Training

Current Training Schedule

30-Minute Video (Randy, Todd?)
Book Marketing/PR
-- Public relations campaign -- radio/biz press (Randy)
-- Book Web Site (Mike)

Building Business -- Carol, Andrea, Angela, Diane
-- University programs (Intern)
-- Chambers (Intern)
-- County/City Govt's (Intern)
-- Corporate programs (Intern)
-- Law Schools (Intern)
-- Association programs

On the burner:

Note that you can make as many folders as you would like

Note also:

"Drag & Drop" also works in Google Docs

+Randy   Search   Images   Maps   Play   YouTube   News   Gmail   **Drive**   Calendar   More ▾   Create, Store, and Save Your Docs and Files to Google Drive

Google [▾] [🔍]   Randy Dean 0 [+ Share] 👤 ▾

Drive   [📁]   Connection restored. Dismiss   Sort ▾   ☰   ▦   ⚙ ▾

[CREATE   📤]   My Drive

▾ My Drive   ☐   TITLE   OWNER   LAST MODIFIED
  📁 Business   ☐ ☆ 📁 Business   me   7/17/10 me
  📁 Golf   ☐ ☆ 📁 Golf   me   7/17/10 me
  ▸ 📁 Household   ☐ ☆ 📁 Household   me   2/5/09 me
  📁 Interpersonals ☐ ☆ 📁 Interpersonals   me   7/17/10 me
  📁 Meetings   ☐ ☆ 📁 Meetings   me   7/17/10 me
  📁 Personal   ☐ ☆ 📁 Personal   me   7/17/10 me
▸ Shared with me   ☐ ☆ 🗐 ancestry list - dean side of family   me   3/17/11 me
Starred   ☐ ☆ 📄 book#3emailcopy.docx   me   1/31/11 me
Recent   ☐ ☆ 📄 book#3jvbonuses.docx   me   1/31/11 me
More ▾   ☐ ☆ 📄 Carol_Speaker_Showcase_Confirm_Ltr   me   1/25/11 me
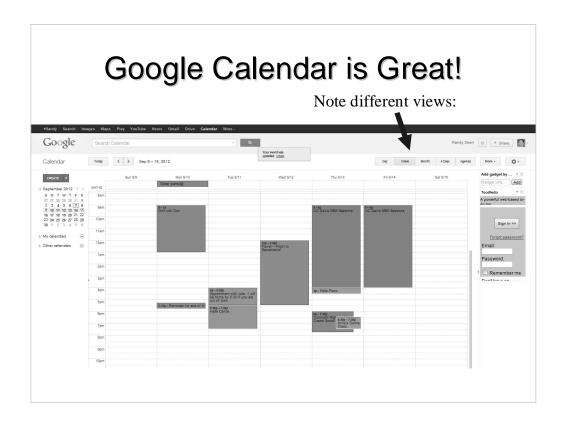Download Google Drive ☐ ☆ 🗐 Chamber List Emily 0511   me   5/23/11 me

Part II: Your Most Important Asset – Your TIME (and Calendar)

Managing Your Calendar

- Includes **Work (School)** AND **Personal** commitments
- Think about long-range tasks, projects, vacations, school commitments, birthdays, anniversaries
- Next, think shorter range about upcoming internal/external meetings, events, phone calls
- Then, enter/review current commitments for today and this week (move from syllabi to your calendar)
- Finally, make commitments with yourself (make a *Power Habit* for your studies and career search)
- *This is a good time to refer to your syllabi – get integrated into your calendar*

Google Calendar is Great!

Note different views:

Recurrences:

Gives You
Everything
You Need
for Event
Creation

Invitations:

Reminders:

Privacy:

A Calendar/Tickler Tip for the Guys

- Ever forgot a birthday? Or anniversary?
- NEVER do it again!
- Use the same strategy for meetings and appointments

Part III: Effectively Managing Projects / Tasks / Expectations / Interruptions

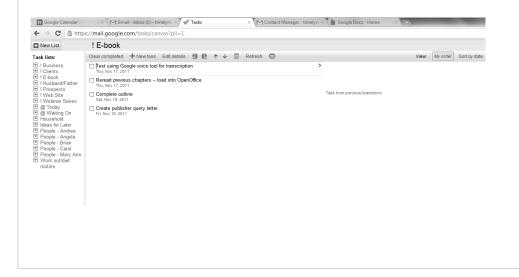# Cost of Interruptions to American Business:

$650 **Billion**/Year

Average Time Lost Per Interruption:

4-15 Minutes

A Project Kick-Start: The "Next Step" Habit

- Never "backtrack" on a project
- Also great for interruptions
- Low-tech: The Sticky Note
- High-tech: Software/Smart Phone/Tablet
- Mid-tech: Come see me!!
- Get Your Projects (Courses, etc.) Clearly Integrated on Your List

- *Note: This is a great time to refer to the syllabus for each of your courses to build your project list and initial next steps*

Here's what I'm doing with Google Tasks

What About People that Owe You Stuff??? *Waiting On's . . .*

- *Anything owed to you by anybody . . .*
- Money? Tax refund?
- Books/CD's loaned to friends/relatives
- Phone call's/faxes/e-mails with info you are waiting on.
- Takes advantage of human nature
- Remember – due date is actually the BUG date

Basic Strategy

- Don't really care if you have a "techie" or paper task/to do list
- BUT **have** a task/to do list!
- Make sure your projects are properly represented
- Manage it daily in conjunction w/ calendar
- Prioritization (and procrastination) is key!

A NEW Daily Process

- Calendar First
- Incorporate into Task List
- Check Task List for "Sanity" – Build "Today's Task List" from All Project & People Task Lists
- Check E-mail and Other Inputs
- Revise Task List for Today AGAIN
- GET TO WORK

What about stuff that doesn't "fit"? Memos as a "Parking Lot"

- Company/Firm Archive
- Personal Goals/Dreams List
- Shopping Lists
- Travel/Financial/Medical Archives
- Business/Personal Trip packing list
- Movies, Books, etc.
- Gifts?
- Golf Club Shot Selector
- Google Drive/Docs???
- Evernote?

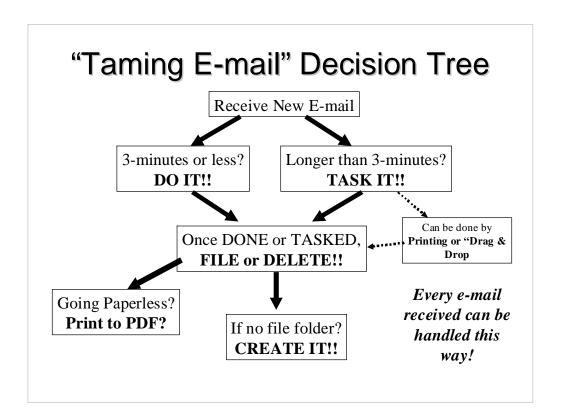# Current Best-Practice Note Recommendation:
Evernote

- widget downloads into Outlook -- easy to copy notes (and e-mails, tasks, etc.) to cloud

- cloud app can then sync notes to other devices (including tablets)

- also can "clip" web articles and store PDFs for later review -- AWESOME!

- built most of this presentation on Evernote (to start!) -- worked on it on laptop, Droid phone, AND Kindle Fire

- even scanners now can scan directly to Evernote

- LiveScribe pen will save handwritten notes directly to Evernote (tons of other apps being developed too)

Part IV: **Ideas for Better Managing E-mail/Info Overload**

A Critical Productivity Strategy: THE CLUTTER BUSTER!!! The Three-Minute, One-Touch Rule

- Every piece of information *(paper, fax, e-mail, v-mail, etc.)* you get you should touch one time.
- If you can take care of this task (accomplish, reply, file, read, forward, delete, toss, etc.) *in three minutes or less,* DO IT RIGHT NOW!!!
- If not, print or "task" for prioritization
- Then, file appropriately to be accomplished in order of priority or urgency (you decide)

"Taming E-mail" Decision Tree

Receive New E-mail

3-minutes or less?
DO IT!!

Longer than 3-minutes?
TASK IT!!

Can be done by
Printing or "Drag & Drop

Once DONE or TASKED,
FILE or DELETE!!

Going Paperless?
Print to PDF?

If no file folder?
CREATE IT!!

Every e-mail received can be handled this way!

Don't Be a "Blinger"

- Resist temptation to constantly monitor
  - Turn off sound
  - Turn off "ghost"
- Instead, check at set points throughout day
  - To balance productivity with responsiveness

Instead, Set (and Stick to) a Regimen

- What is "Appropriately Responsive"?
  - Do you really need to answer "right now"?
  - A better (smarter?) strategy???
  - Let's talk "multitasking"
- What about Social Media? Text Messaging?

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Last Tip: Contacts

- Collect them NOW!
- Keep them Forever!
- Outlook works great, but …
- Facebook, LinkedIn, and G+ might be better
- Consider Google Contacts too
- Think Relationships – Development & Maintenance!

Your *Productivity Infrastructure*

- Priorities List for Focus *(and Possibilities List for Motivation!)*
- Fully Mapped Calendar
- Daily/Long-Term Task List
- E-mail/Info Management System
- Contact Tracking/Management
- Supporting Tech/Tools/Devices
- Daily Routine to Tie All Together

Still not keeping up?
Your *Productivity "Levers"*

- Work More
- Work Smarter
- Get Organized
- Get Help
- Do Less

Final Thoughts:

Your next few days will be challenging!! Enjoy them!

- Pick the best 2-3 ideas and USE THEM!
- Build your infrastructure – get your calendar, projects, task lists, contact manager, physical equipment/devices in order
- Incorporate your syllabi into your planning
- Manage your e-mail – don't let it manage you!
- Follow your new "Daily Routine" and "E-mail Regimen"
- Use three minute rule to "gut" your workspace and e-mail
- Remember, as an MBA Student, he/she that falls behind last … WINS!

Questions? Comments?

"Be the change you wish to see in the world."

– Gandhi

Where to Get More Info:

- Randy Dean's *Major Satisfactors = Major Success*
- Randy's *Taming the E-mail Beast*
- David Allen's *Getting Things Done*
- Malcolm Gladwell's *Blink*
- Stephen Covey's *Seven Habits of Highly Effective People* and *First Things First*
- Julie Morgenstern's *Time Management from the Inside Out, 2nd Edition*
- Kenneth Blanchard and Spencer Johnson's *The One Minute Manager*

We're Done!!!

Randall Dean Consulting & Training, LLC
Phone: 517-336-8906
Fax: 832-550-3308
Email: randy@randalldean.com
Web: www.randalldean.com
Twitter: @timelyman
http://www.facebook.com/tamingemailbeast/
Also on LinkedIn, G+