

STOP THE INSANITY!

How to Maximize the Workday



Presenter

Diane Sinkus
PACSETI Instructor
dxs353@psu.edu



Time Management Quick Tips

Ready, set, goal!



First things first



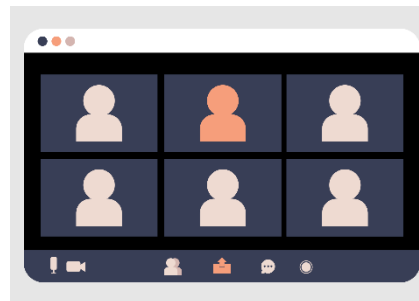
Learn to say No!



Remember to delegate



Beware of meetings



Increase productivity

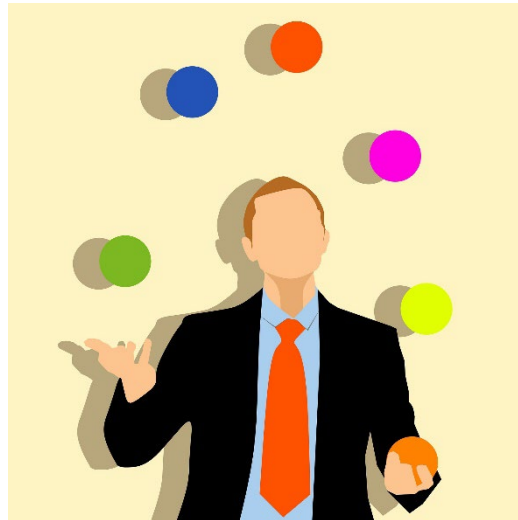


Set Goals



Setting goals gives you vision and motivation.

Put First Things First



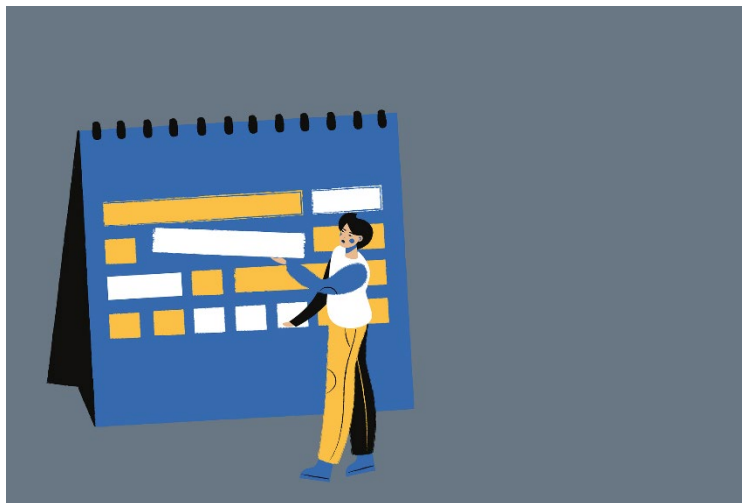
The 80/20 Rule and your “Einstein Window”

Say No!



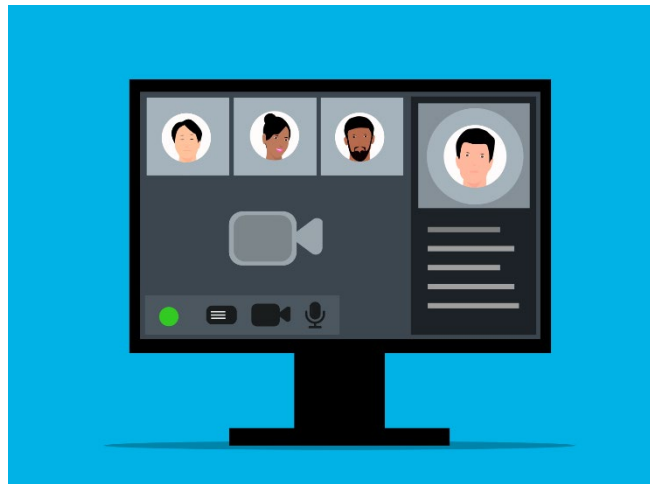
Communicate your availability.

Delegate



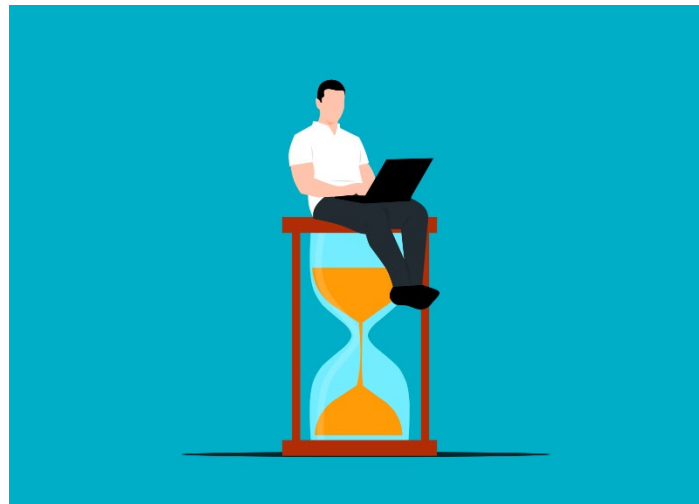
Successful delegation includes four linear phases.

Meetings, Meetings and More Meetings



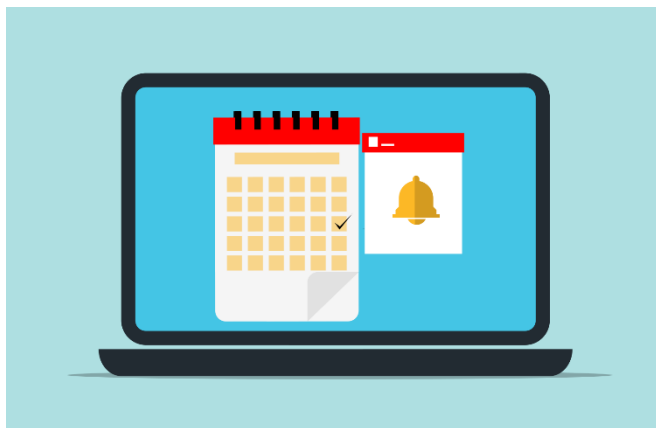
Know the four “P’s” of great meetings.

Increase Productivity



**Improve your productivity and ensure
you gain the most from your day's work.**

Unexpected Events **vs.** **Planned Tasks**



Respond and manage the unexpected.

Top Three Techniques



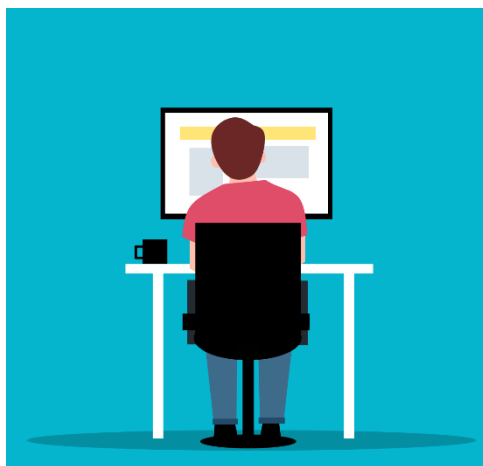
Share your most effective techniques.

Obstacles to Effective Time Management



Name your obstacles and how you handle them.

Training



Is county-provided training available to you?

Recap!



Time Management Tips

- Set goals.
- Put first things first.
- Learn to say No!
- Remember to delegate.
- Beware of meetings.
- Increase your productivity.



References (listed by number on next page)

1. *Personal Goal Setting* (n.d.), retrieved from <https://mindtools.com/page6.html>
2. Dewett, Todd PhD (2013) *Managing Your Time*, retrieved from <https://www.lynda.com>.
3. Andreatta, Britt (2013) *Management Foundations*, retrieved from <https://www.lynda.com>
4. Stokes, William (n.d.), *5 Ways to Increase Your Productivity*, retrieved from <https://www.lifehack.org/347225/5-ways-increase-your-productivity>

“

If you want to be more productive, you need to become master of your minutes.

—Crystal Paine

Managing your time without setting priorities is like shooting randomly and calling whatever you hit the target.

—Peter Turla

A goal without a plan is just a wish.

—Antoine de Saint-Exupery

The bad news is time flies. The good news is you're the pilot.

—Michael Altshuler

Our goals can only be reached through a vehicle of a plan, in which we must fervently believe, and upon which we must vigorously act. There is no other route to success.

—Pablo Picasso

Productivity is never an accident. It is always the result of a commitment to excellence, intelligent planning, and focused effort.

—Paul Meyer

”

Penn State Justice & Safety Institute
The Shirley M. Malcom Bldg., Suite 222
University Park, PA 16802
Telephone: 814-863-6619
Fax: 814-863-3108
<https://pacseti.psu.edu>



STOP THE

How to Maximize
the Workday



2022 Western DRAP

Set goals ₁

Setting goals gives you vision and motivation.

- Review and update your To-Do list daily.
- Be precise.
- Be realistic.
- Be flexible.



Put first things first ₂

The 80/20 Rule and your “Einstein Window” are as follows:

- 80 percent is work that has to be done and 20 percent is interesting, important and strategic work.
- Your “Einstein Window” is the period of everyday where you have your mental peak:
 - Work is almost fun;
 - Problems are not problems at all; and
 - You feel the most positive, in tune and capable of doing next to anything.



Learn to Say No ₂

Communicate your availability.

- Protect your “Einstein Window.”
- Develop a color-coded system.
 - Red = Stop—I’m working against a deadline.
 - Yellow = Caution—interrupt only if it’s an emergency.
 - Green = Come on in.



Remember to Delegate ₃

The four linear phases are:

- Evaluate what you should delegate and to whom;
- Hand over tasks by clearly communicating expectation of task goals;
- Support the delegate with resources and assistance when necessary; and
- Debrief the task with the delegate.



Beware of Meetings ₃

The Four “P’s” of great meetings are:

- **Purpose:** What do you hope to achieve;
- **People:** Invite the people that need to be there;
- **Prepare:** Pick the best day/ time and have an agenda; and
- **Process:** Design a process in alignment with the outcome you wish to achieve and be sure to start and end on time.



Increase Productivity ₄

Improve your productivity and ensure you gain the most from your day’s work:

- Plan your day;
- Establish a routine;
- Prioritize;
- Take breaks; and
- Ensure a healthy mind and body.

