

SUMMARY
“EFFECTIVE TIME MANAGEMENT”

January 30, 2007

Instructor: Nance Harris



This was a wonderfully useful class. I was able to begin using the techniques she taught as soon as I returned to my office. It was an eye opener to see the top ten time robbers laid out on the page. They are not something I consciously thought about as wasting time, but after lengthy discussion, I could see just how these constant distractions became time wasters. Her tips for limiting personal calls, utilizing voice-mail, scheduling specific times for phone calls (and sticking to a time limit), using an e-mail to avoid lengthy conversations and eliminating the need for return calls really hit home. Some of the suggestions seemed a little unfriendly, such as looking at your watch when someone asks “got a minute?” or standing up and remaining standing when someone drops in unexpectedly.

The procrastination avoiders were especially on target, specifically “Just do it, get to the point”. Her suggestion to come through with at least a rough draft by the deadline was great. I’ve found that if I can get through a rough draft I generally can go the rest of the way to a final project. And if not, at least the person on the receiving end knows you are working on it, and gets some sort of idea of how much progress you have made. They may even see things in your rough draft that they could offer suggestions or assistance on.

She outlined the difference between a “Delegator” and a “Delegatee”, and why it is so important to be realistic when making delegations to people. Make sure the person you are delegating to can actually handle the project. As a Delegatee, it is very important to be organized and utilize a team for large projects.

Ms. Harris went over the importance of using a Facilitator, Note Keeper, and a Time Keeper for meetings. She also discussed the K.I.S.S. factor. (Keep it Simple & Structured). She said that 2/3 of true communication is LISTENING, not just hearing.

I learned that one hour of uninterrupted time is worth four hours of interrupted time. She had a cute acronym. She said BMW in her line of work stands for Bewildered Moaners and Whiners.

We went through our own list of “What is falling through the cracks”. Then she walked us through an exercise in learning how to sort it out by importance, A’s/B’s/C’s. We spent some time going over how to juggle life priorities like family, friends, hobbies, and education. She suggested making a daily “to do” list to avoid things slipping through. On the list mark them by their priority. (A/B/C)

At the end of it all we wrote our own Personal Action Plan. I actually carried mine out when I got back to work.

1. Prioritized my work by A,B,C
2. Created a “C” drawer
3. Set aside time to spend with my husband that evening

I’ve been using this method of sorting my work ever since. I created folders for A and B items, and a shelf for the C items. It was truly a wonderful class, very practical easy to follow advice.

Peggy Hayes, CPPB / Buyer
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