SELF MANAGEMENT

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Front-Line Leadership Credentialing Program
In partnership with Shippensburg University and HACC

WELCOME

Let’s get to know each other!

1. Name and company
2. How many years have you worked for this company?
3. What do you like to do in your free time?
4. Fun fact about you

OBJECTIVES

- Values and goals: personal and professional
- Principles of time management and strategies
- Where your time goes/prioritization
- Covey’s 4 Quadrants
- Tips on beating procrastination
- Planning ahead

THINGS TO THINK ABOUT:

- How does this video relate to self-management?
- How could you be more deliberate in allocating your hours?
- Are there activities that we need to take out of jar- what activities take up space currently?



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VALUES AND GOALS

Our values guide our behaviors. They could be cultural, personal, and/or workplace values.

Who am I? What roles do I have? What identities are most important to me?

- Cultural Values
- Organizational/ Workplace Values
- Personal Values

People with clear goals outperform those without them because goals provide direction, focus, and motivation (Locke &Latham, 2002). They help direct attention, sustain effort, and clarify personal values. Aligning workplace goals with personal values is essential, as this alignment increases motivation, satisfaction, and overall performance.

TIME TRACKING ACTIVITY

Specific Activities and How You Feel During the Time

	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		SUNDAY	
	ACTIVITY	☺	ACTIVITY	☺	ACTIVITY	☺	ACTIVITY	☺	ACTIVITY	☺	ACTIVITY	☺	ACTIVITY	☺
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Finding Your Happier Hours:

1. Identify your happiest activities
2. Identify your least happy activities.
3. Look for the common underlying features.



Discussion Questions for Happier Hour by Cassie Holmes:

Reframe your time around life's joyful moments to build days that aren't just busy but fulfilling.

1. Think about your weekly schedule. Do you feel like you have too little or too much free time? How does this affect your emotional well-being?
2. What is one activity that you feel like you don't have time to do, but you wish you did?
3. When was the last time you experienced awe (e.g. watched a sunset or saw an amazing live performance)? What activity could you schedule in the coming month to regain that sense of expansion and time affluence?
4. Reflecting back over your past couple weeks, which three activities made you feel greatest joy and fulfillment? When in the upcoming week (be specific) can you protect time for these activities (i.e., your golf balls)?
5. What is your "time sand"? What activity (or activities) fill your time but, upon reflection, are a waste? How might you reduce this sand in your upcoming week?
6. When do you feel the greatest sense of genuine connection?
7. What chore (or activity that feels like a chore) could you outsource?
8. What chore (or activity that feels like a chore) could you bundle with a more enjoyable activity? And what would that more enjoyable activity be?
9. What routine in your day-to-day life could you turn into a ritual to make it feel more special?
10. At the end of your life, how do you want to be remembered?What legacy do you want to leave? What are three words you'd like people to use to describe you? Think about how this clarity of what ultimately matters to you could inform how you spend your upcoming hours.

TIME IS NON-REFUNDABLE, USE IT WITH INTENTION.



When you don't have time, what is the first thing that gets cut from the schedule?

- Less Healthy
  - By skipping exercise, we make ourselves less happy
- Less Kind
  - When we feel as though we have less time, we und up not giving to others as much

TIME WASTERS AT HOME AND WORK

List time wasters on a piece of paper:

1.
2.
3.
4.
5.

TIME/SELF-MANAGEMENT

1. Important/Urgent Handling things that are both important and urgent.	2. Important/Not Urgent Prioritizing things that are important but not urgent (planning ahead).
3. Not Important/Urgent Managing one's time to avoid crisis, enhancing a vision for the future, and giving yourself a sense of control.	4. Not Important/Not Urgent Identifying areas that are wasted through your day/life

STEVEN COVEY'S 4 QUADRANTS

DEBBIE'S DILEMMA

Four months ago, Debbie was promoted to manager. After two years in the department, she was confident that her abilities, and knew her coworkers would help her make this transition smooth and seamless.

Today, Debbie isn't so sure she was cut out to be a manager. There seems to be no end to her workday. As a manager she is realizing that during her office hours she is answering the telephone, entertaining coworkers coming into her office with issues, and is on call to drop everything when an unexpected situation occurs. In the evening, when she is off work, she must take care of the administrative work that she was to complete during office hours. Endless emails, answering letters from customers, preparing work schedules, and completing performance evaluations have taken over her down time.

When Debbie feels like there is nowhere else to turn, she reaches out to her friend Molly for advice. She shares with Molly that she is thinking about walking away from her manager position as working 50+ hours a week wasn't what she signed up for. Molly listened closely to Debbie's concerns and expressed that there might be a more efficient way to complete her work if she used her time differently.

Action items as a group:

- Summarize Debbie's dilemma
- Assess where you think Debbie can use her time more wisely by using Covey's Quadrants
- How does Debbie's situation relate to your own work?
- Be ready to share the group ideas for Debbie to be able to keep her job as manager

BREAK- OUT SCENARIOS

Scenario 1

Your organization has committed to helping a popular nonprofit in its annual fundraising event. There are several employees involved in this highly visible event. Your peer from another division, Pat, is in charge of one of the fundraiser's biggest initiatives. Pat has canceled several meetings due to "schedule conflicts" and the initiative is very much behind schedule. Pat seems to focus on the small details of no importance. Being involved with the fundraiser has positively impacted the careers of your colleagues throughout the years. Your professional success is impacted by Pat's influence. What do you do to ensure the initiative is on track and meets its goals?

Scenario 2

Chris' workspace has always been a bit messy but Chris has always performed well and met financial goals. This has changed in the last six months and Chris is starting to miss key details. Chris seems a bit scattered and seems to jump from one project to another. Conversations with Chris reveal a "last in first out" process of replying to emails - those most recent are answered and older ones are sometimes missed. What conversation do you have with Chris?

Action items as a group:

- Summarize the dilemma
- Assess where you think the character can use their time more wisely by using Covey’s Quadrants
- How does the character’s situation relate to your own work?
- Be ready to share a solution for the character

BREAK- OUT SCENARIOS

Scenario 3

Your best friend at work has quit. Because you knew what she did the best, you've been assigned most of her projects. This is on top of your own assignments. You are an individual contributor without someone to whom you can delegate. You've had conversations with your supervisor about eliminating some of your current load, and have been told it is not going to happen. You have an obligation that requires you to leave at 5 pm each day which is considered the end of the workday for the organization. For a variety of reasons, quitting is not the preferred option. What is your process to manage your time to get your work completed?

Scenario 4

Susie is one of the best sales managers in the organization. She is known throughout the company and is often seen chatting with people at all levels. Susie believes it is one of the reasons that she so often closes a sale. If need be, Susie will stay late into the evening to complete the work that she didn't take care of due to her socializing. There is a new vice president who disapproves of Susie and her "disruption" of the workforce because those she is talking with are not staying late to make up for the lost time. What do you, Susie's supervisor, do? Susie's connections are why she exceeds the sales projections. How should Susie manage her time differently?

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HOW DO YOU DEFINE PROCRASTIN

WHAT DO YOU THINK ARE THE COMMON CAUSES OF PROCRASTINATION?

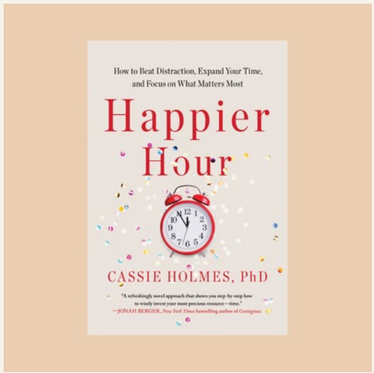
IVY LEE METHOD

1. At the end of each work day, write down the six most important things you need to accomplish tomorrow. Do not write down more than six tasks.
2. Prioritize those six items in order of their true importance.
3. When you arrive tomorrow, concentrate only on the first task. Work until the first task is finished before moving on to the second task.
4. Approach the rest of your list in the same fashion. At the end of the day, move any unfinished items to a new list of six tasks for the following day.
5. Repeat this process every working day.

KEY TAKEAWAYS

PLEASE PUT IN THE CHAT WHAT YOUR KEY TAKEAWAYS ARE FROM THE SESSION ON SELF MANAGEMENT

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Thank you!