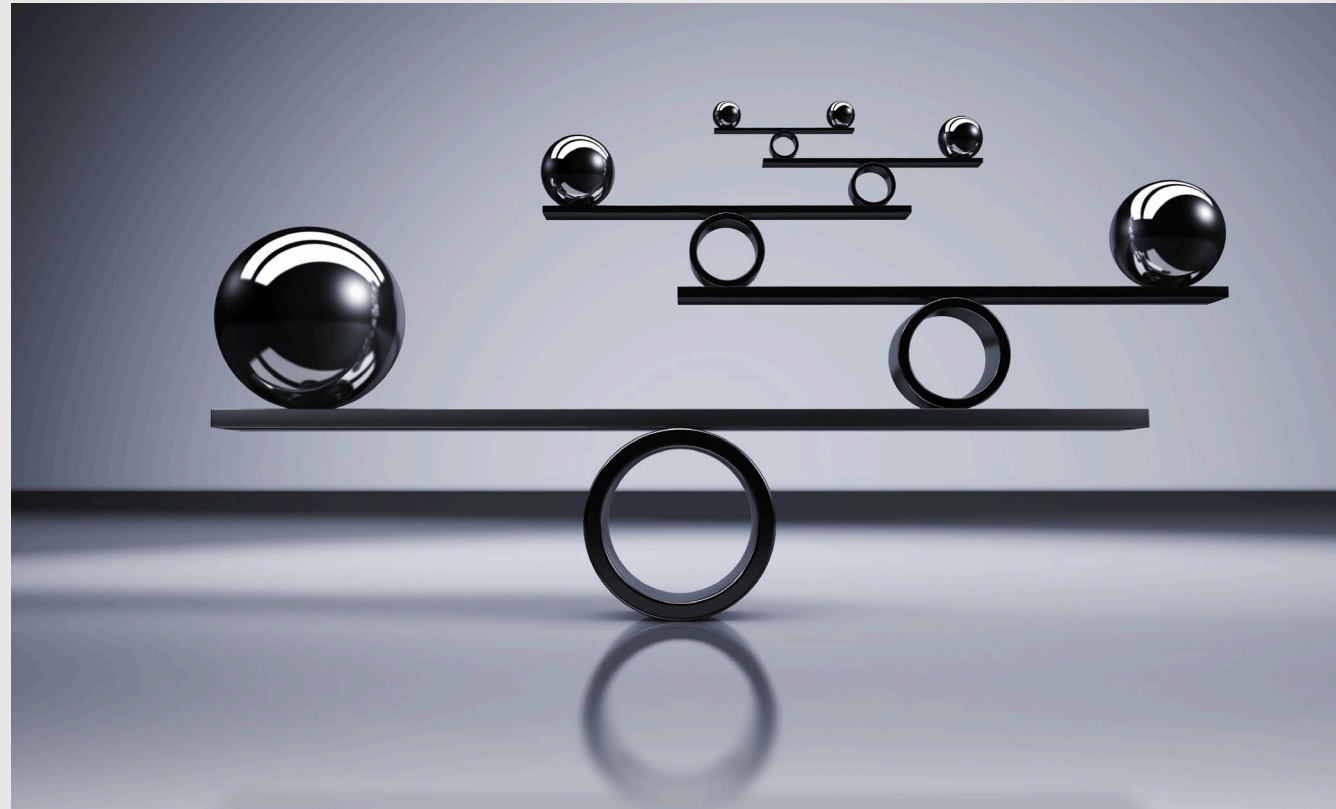# PROFESSIONAL DEVELOPMENT

Time Management

Why should you care?

What happens when you're overwhelmed?

What's the hook?

Why listen to me?

TOPICS

◦ Survey Results

◦ The THREE problems

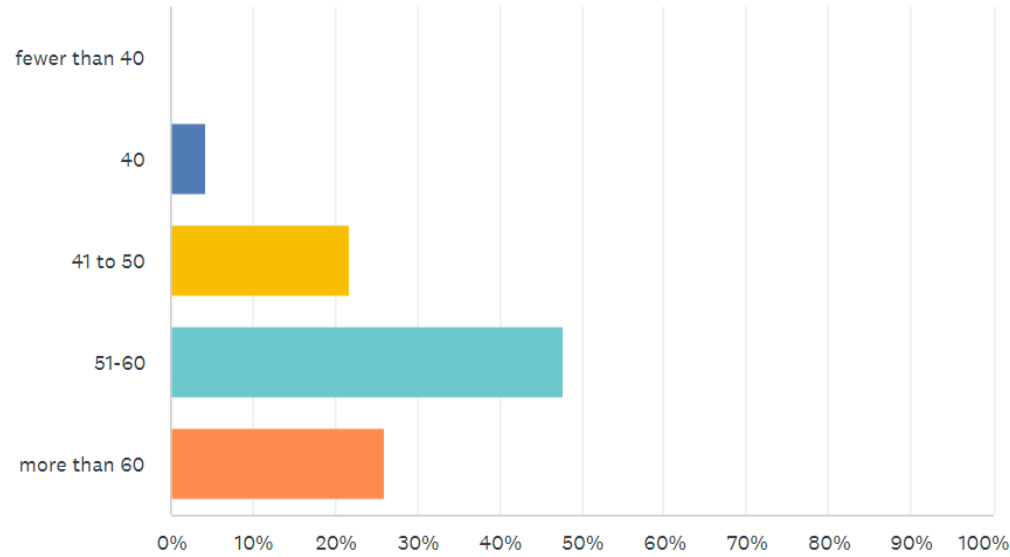◦ Tips, Tricks, Hacks

◦ Bosses' Observations

◦ Big Picture

SURVEY RESULTS

Q1

How many hours do you work per week on average?

Answered: 23   Skipped: 0

ANSWER CHOICES	RESPONSES	
▼ fewer than 40	0.00%	0
▼ 40	4.35%	1
▼ 41 to 50	21.74%	5
▼ 51-60	47.83%	11
▼ more than 60	26.09%	6
TOTAL		23

Question 1 – avg hours / wk
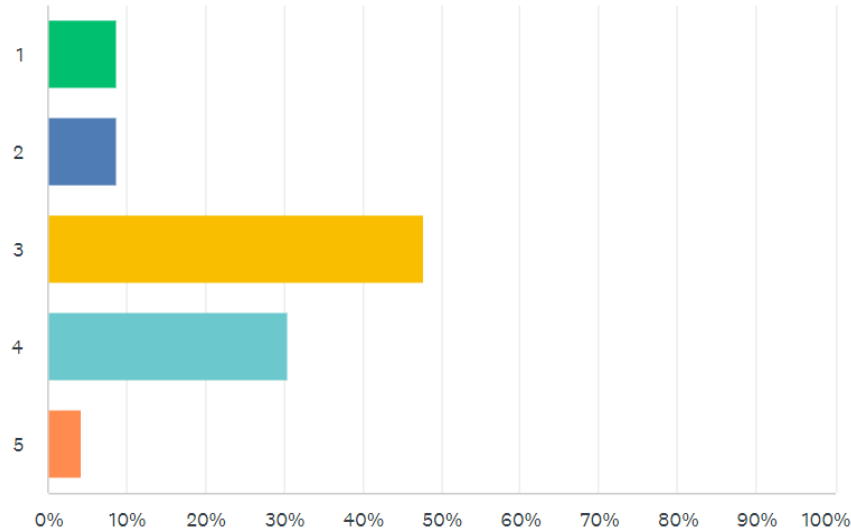
11 said 51-60 hours

6 said + 60

Q2

Customize | Save as ▼

On a scale from 1-5, how overwhelmed at work are you/do you feel? (5 being the most overwhelmed.)

Answered: 23   Skipped: 0

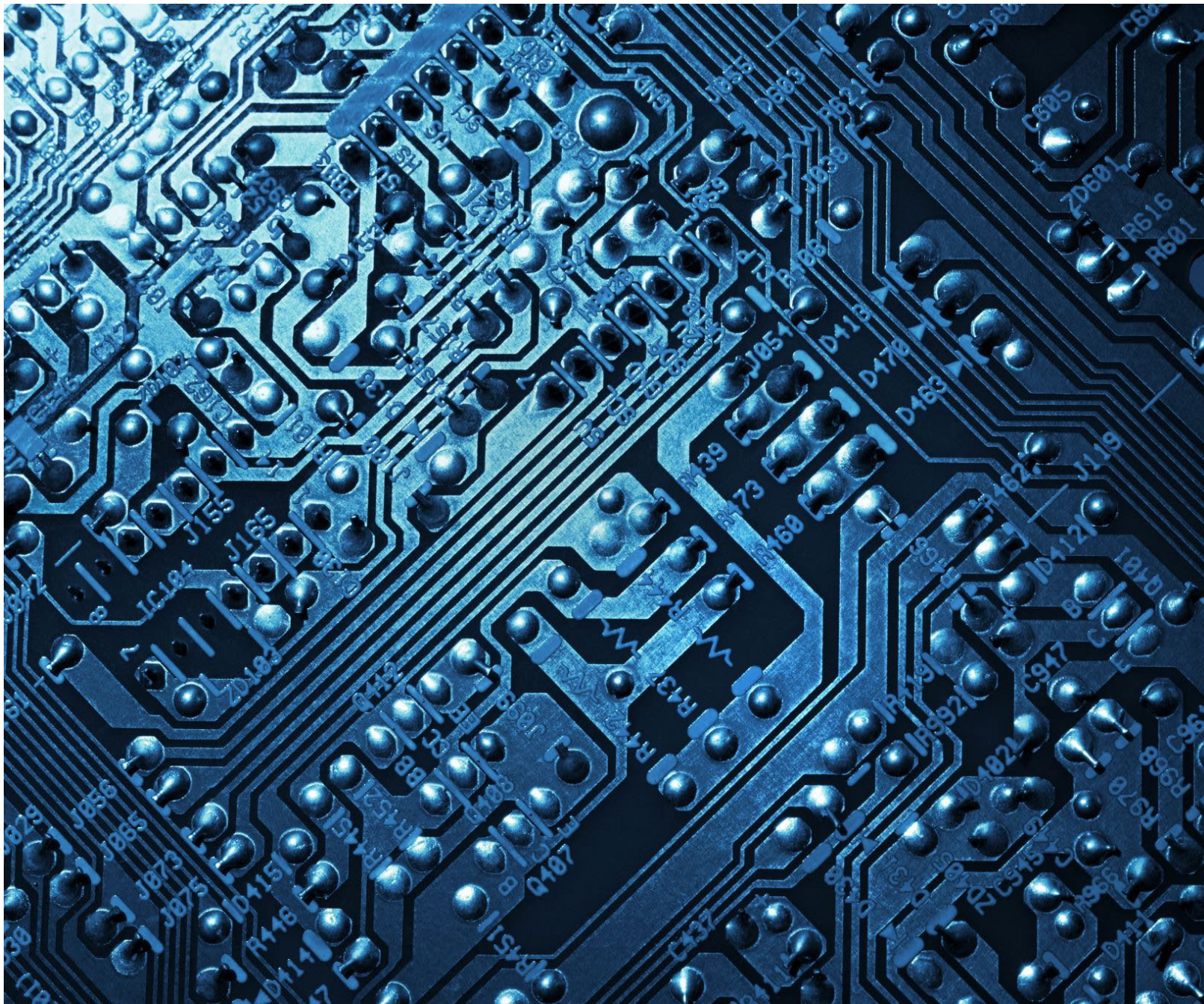| ANSWER CHOICES	RESPONSES	
▼ 1	8.70%	2
▼ 2	8.70%	2
▼ 3	47.83%	11
▼ 4	30.43%	7
▼ 5	4.35%	1
TOTAL		23

Q2
Overwhelm?

11 said 3
7 said 4

THE THREE PROBLEMS

Systems
Them
You

Systems

Arcane Software

Administrivia

Rules & Procedures

Dear DoD,

You tell us to accelerate change or lose, then fix our computers.

Before buying another plane, tank, or ship, fix our computers.

Yesterday, I spent an hour waiting just to log-on. Fix our computers.

Before spending another dollar on a Request for Proposals from industry asking for the same thing you asked for last year, fix our computers.

Want innovation? You lost literally HUNDREDS OF THOUSANDS of employee hours last year because computers don't work. Fix our computers.

Are you reading inputs from any of the various idea/innovation programs? Fix our computers.

I Googled how much the computer under my desk costs in the real-world. It was $108 dollars. Would you ever buy a $100 dollar computer? Fix our computers.

Are you a senior leader visiting a unit? Ask if their computers work.

I opened an Excel file today . . . my computer froze and needed to be restarted. Fix our computers.

I turned on my computer and it sat at 100% CPU usage. Fix our computers.

Tanium battling McAfee for scans all day takes up 40% of the processes inside the machine. Fix our computers.

My computer updated and restarted 10 times today. Fix our computers.

We've been doing more with less for too long. Fix our computers.

What happened to the cloud? Fix our computers.

Why am I using Internet Explorer? Fix our computers.

Making computers so useless that nobody can hack them is not a strategy (yet they hack them anyway). Fix our computers.

We're the richest and most well funded military in the world. I timed 1 hour and 20 minutes from logging in to Outlook opening today. Fix our computers.

Ultimately, we can't solve problems with the same tools that made them . . . and yet somehow fundamental IT funding is still an afterthought . . . it's not a money problem, it's a priority problem.

Sincerely and on behalf of,

THEM

Unreasonable boss – pile on

Clock watchers

Poor leaders

YOU

THE TOP IDENTIFIED HURDLES

◦ Self-care

◦ No system

◦ Personality/habits – e.g. procrastination; perfectionism; workaholism; ideas person v. task master

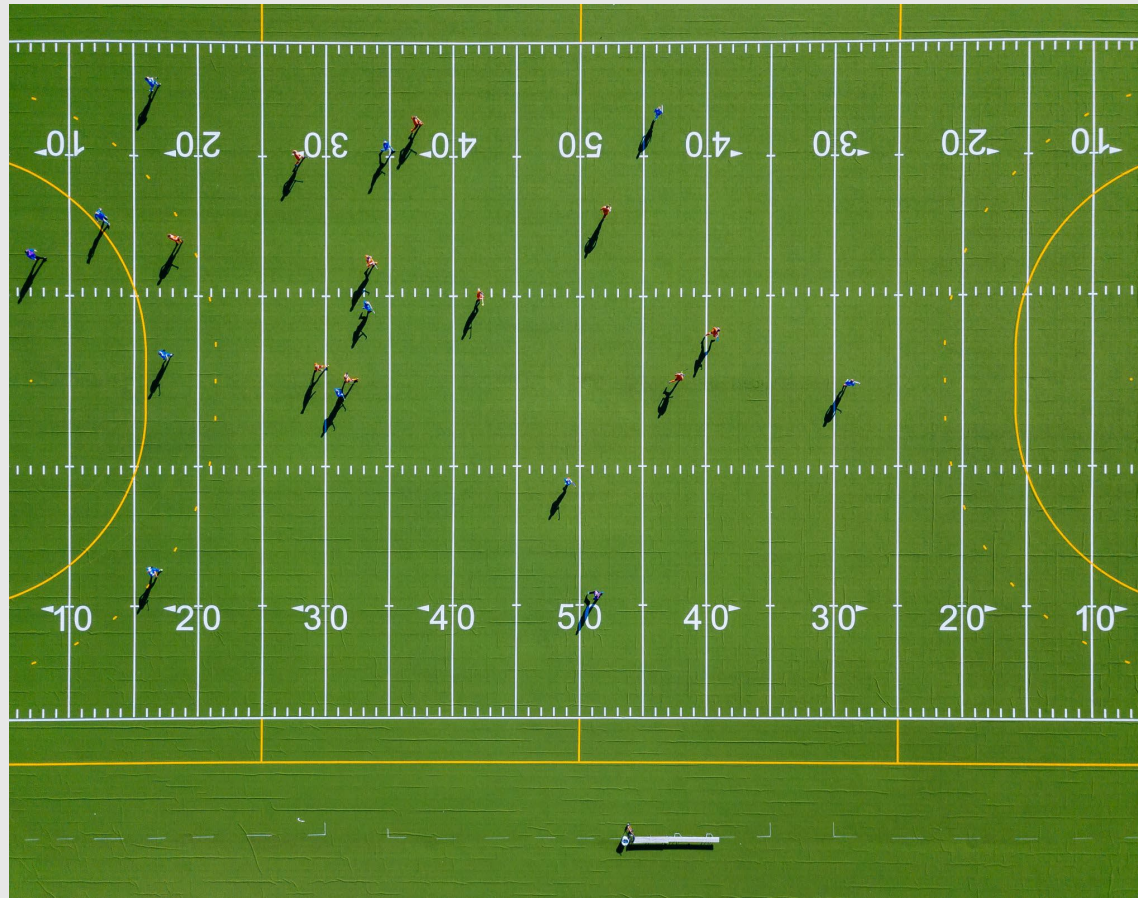◦ Lack prioritization

◦ *Medical problem related to focus

TIPS, TRICKS, HACKS

Self-Help

Need a system

Personality/habits – Deep Dive

Prioritize

Wrap – up: TIPS, TRICKS, HACKS

- 1. Know when your best time to work is

- 2. Block out time on calendar

- 3. Put your mask on first

- 4. FOCUSED meetings with timers/agendas (SCRUMS?)

- 5. Close your door - – no interruptions; turn off notifications (phone, email)

- 6. Don't spin wheels; ASK when in doubt (get clarification/guidance)

- 7. When asked for expertise, give direction with specificity and focus – lead by example (verbal efficiency, e.g. BLUF

- 8. Tech hacks – use platforms to fullest extent to maximize efficiency

- 9. Administrivia – do them on groggy days or Fridays – be nimble and flexible re scheduling these

TIPS, TRICKS, HACKS FROM COLLEAGUES

Tips, Tricks, and Hacks – Part 1

☐ I update my to do list and review it first thing in the morning, I follow up with calendar invites or reminders for most things

1/4/2022 12:43 PM   View respondent's answers   Ac

☐ Very basic, but closing your door! When needing to focus, I try to close my door to prevent questions/interruptions, as I am easily distracted.

12/29/2021 5:08 AM   View respondent's answers   Ac

☐ Close the office door to minimize interruptions for period of time (usually last resort, but increases ability to focus/get work done faster)

12/29/2021 3:32 AM   View respondent's answers   Ac

☐ Daily priorities - making a list of "must do"s every day.

12/28/2021 5:45 AM   View respondent's answers   Ac

Tips, Tricks, and Hacks – Part 2

☐ Create deep work hours or white space on the calendar where no meetings are allowed to occur and where no meetings can be scheduled by anyone. Also, keep meetings focused on a clear agenda (preferably written so we all know what is going to be discussed and with time stamps so we keep the meeting moving automatically), to less than an hour (you lose people's attentions after an hour; in fact 45 minute meetings are the best, because people feel like they are getting 15 minutes being given back to them), and don't just have meetings because "that's how it's always been done." Something that was so great about COVID was that we cancelled several meetings and many of us realized that we didn't really miss or need most of those.

12/27/2021 7:56 AM   View respondent's answers   Ad

☐ Lists; telling leadership what is on my to do list that day

12/23/2021 1:58 PM   View respondent's answers   Ad

☐ 1. Turning off pop-up e-mail notifications. 2. Preparing a list of tasks to focus on for the day.

12/21/2021 11:37 AM   View respondent's answers   Ad

Tips, Tricks, and Hacks – Part 3

It sounds ridiculous, but I have three calendars -- a four month calendar on the wall; Outlook for the week; and a notebook for projects. Each calendar tracks a different aspect of my time. The four month calendar is big picture/overall what is going on with my work. The Outlook is weekly meetings and events. The notebook is the timeline for which projects and taskers have to be done. I found this method works best because it compartmentalizes times depending on how I need to look at things. Sometimes, I need to know what three months from today looks like. Sometimes I need to know what step I am at in a project. By having them written out in different manners, I am able to track better and work the best to keep on target.

12/20/2021 6:28 AM   View respondent's answers   Ad

To-do lists and daily prioritization of taskers

12/20/2021 4:52 AM   View respondent's answers   Ad

Post-it notes are readily available and re-organizable. Great for prioritization and making sure I keep SA on suspenses.

12/20/2021 1:27 AM   View respondent's answers   Ad

I write everything down, rack an stack based on requestor and deadline. I also manage the expectations of others with asking for a review window and letting them know an anticipated date of completion.

Tips, Tricks, and Hacks – Part 4

☐ When in doubt, describe to your boss what the due outs are and ask for mentorship on what they recommend attacking first.

12/20/2021 1:08 AM   View respondent's answers   A

☐ Ctrl H is find and replace! I keep a running list of AFI's and a short bit about them so that I don't have to spend time searching e-pubs for commonly-used AFI's.

12/20/2021 12:39 AM   View respondent's answers   A

☐ Email PSTs and the Productive Habit App

12/19/2021 11:50 PM   View respondent's answers   A

☐ Making a to do list of the absolute must dos for a given day or week has worked for me. For example, writing down important court deadlines or taskers from the SJA, which are obviously the highest priorities, and then recognizing what can fall or be done later.

Tips, Tricks, and Hacks – Part 5

☐ 1) Keep all emails in your inbox until you've resolved the issue. Once resolved, move the email to a folder. This prevents emails from slipping through the cracks. 2) Make a list of priorities every morning and set internal deadlines for completion. 3) Prioritize quick-kill tasks over time-consuming tasks if circumstances allow (assuming equal urgency of tasks).

12/18/2021 4:02 AM   View respondent's answers   Add

☐ 1. Setting aside a specific time every week to complete certain mandatory tasks. For Example, I set aside a 1 hour block each week to complete CIP/SVIP coordination. 2. Write out tasks for the week, then rack and stack them based on priority level.

12/18/2021 12:24 AM   View respondent's answers   Add

☐ Outlook reminders for appts. A list of the week's due dates at my desk. A white board so co-workers can see my priorities for the day/how full my plate is that day.
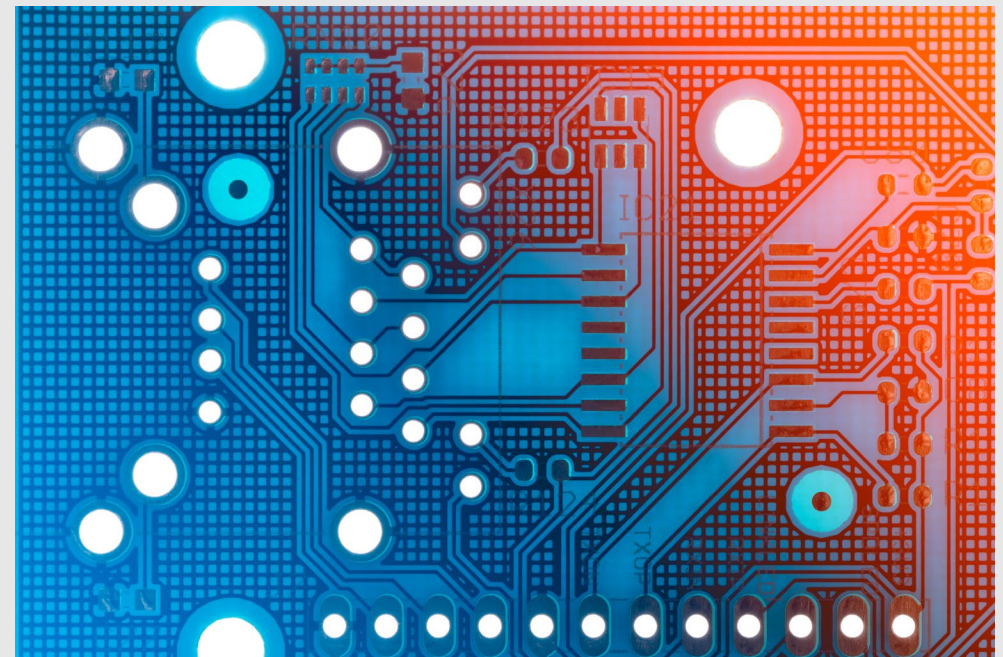
BOSSES' OBSERVATIONS

Overwhelm based on:

Email

No system

Overwhelm based on:

Plate is full

Pressure-prompted

LEAN ON THEM (AND OTHERS)

YOU ARE NOT AN ISLAND!

BIG PICTURE

YOU GOT THIS!

NOT THE END…