

# Mastering Time: Essential Productivity Strategies for New Professionals

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We ask you to join us in creating a culture that reflects...

**Access and Inclusion**

and

**Civility and Respect**

...this week and in all aspects of our organization.

# Agenda

- Deadlines
- Follow-up and follow through
- Making 1:1's count
- Professional Development
- Time Management Activity

# Giving Yourself a Deadline

- Setting realistic priority list
  - Timeframe to complete
  - High priority items first
  - Using your calendar to keep track
  - Setting smaller task/ checkpoints
  - Plan for time to consult as needed

# Follow-up and Follow Through

- Office hours at beginning and end of day
- Consulting appropriate parties as needed
- Communicating expectations

# Making 1:1's Count

- Come prepared with an agenda and notes
- Checking in on progress of current task
- Use time with supervisor to ask specific questions for clarification
- Knowing your strengths & communication style
- Goals & Growth

# Continuing Professional Development <sup>(1)</sup>

- Take advantage of what you already have!
  - Institutional HR trainings and certificates
  - AHEAD State Affiliate Groups
  - AHEAD Webinars
  - AHEAD Forums
- Explore student resources on campus

# Continuing Professional Development (2)

- Networking
- Books Clubs
- Published Literature
- Podcasts
  - College Disability and Success, Docs with Disabilities
- Other free Webinars:
  - National Deaf Center, Docs with Disabilities, Professional Organizations etc.



# Tips for De-stressing at Work

- TAKE YOUR LUNCH
- Get out of your office to ask that question
- Go outside or grab a coffee with a co-worker
- Volunteer at that campus partner's event
- It's okay to shut your door
- Find what works best for you!

|               | Urgent  | Not Urgent   |
|---------------|---|--|
| Important     | <p><b><u>Quadrant I</u></b></p> <ul style="list-style-type: none"> <li>• Crisis</li> <li>• Pressing Problem</li> <li>• Deadline driven project</li> </ul>                     | <p><b><u>Quadrant II</u></b></p> <ul style="list-style-type: none"> <li>• Relationship Building</li> <li>• Finding new opportunities</li> <li>• Long-term planning</li> <li>• Preventative activities</li> </ul> |
| Not Important | <p><b><u>Quadrant III</u></b></p> <ul style="list-style-type: none"> <li>• Interruptions</li> <li>• Emails, calls, meetings</li> <li>• Proximate, pressing matters</li> </ul> | <p><b><u>Quadrant IV</u></b></p> <ul style="list-style-type: none"> <li>• Trivia, busy work</li> <li>• Time wasters</li> <li>• Some calls and emails</li> </ul>  |

***A newly admitted student calls the office with questions about how your office works***

|               | Urgent                     | Not Urgent                |
|---------------|----------------------------|---------------------------|
| Important     | <b><u>Quadrant I</u></b>   | <b><u>Quadrant II</u></b> |
| Not Important | <b><u>Quadrant III</u></b> | <b><u>Quadrant IV</u></b> |

***Your supervisor assigned you a project to complete this semester.***

|               | Urgent                     | Not Urgent                |
|---------------|----------------------------|---------------------------|
| Important     | <b><u>Quadrant I</u></b>   | <b><u>Quadrant II</u></b> |
| Not Important | <b><u>Quadrant III</u></b> | <b><u>Quadrant IV</u></b> |

***An instructor emails with questions around testing accommodations for a student taking their exam today.***

|               | Urgent                     | Not Urgent                |
|---------------|----------------------------|---------------------------|
| Important     | <u><b>Quadrant I</b></u>   | <u><b>Quadrant II</b></u> |
| Not Important | <u><b>Quadrant III</b></u> | <u><b>Quadrant IV</b></u> |

# The Ivy Lee Method

1. Write down your 6 most important tasks
2. Arrange tasks from most to least important
3. Start working down your list in that order
4. Move any unfinished tasks to tomorrow's list

# Now, Let's Try it

1. Think about some important tasks you need to do
2. Pick your top 6 to write down
3. Arrange tasks from most to least important
4. Start working down your list in that order
5. Move any unfinished tasks to tomorrow's list

# Session Evaluation



[tinyurl.com/AHEADFeedback](https://tinyurl.com/AHEADFeedback)

Your feedback helps shape future programming.

Thank you for attending!