Going Beyond Time Management

Principles and tools for dealing with everything there is to do or handle

Working longer hours is unsustainable; resulting in exhaustion, sickness & disengagement.

Time Management

When most people think of productivity, they think of time management, useful but limited

We have more productivity tools than we could have imagined. Since 1960 the average American is working 160 hours more per year

The 'Time Management Ladder'

- Day/Executive Planners
- Organizational tools:
  Post-it notes,
  whiteboards,
  paper calendars,
- Technology Tools:
  Blackberry's, Laptops,
  Electronic Calendars
  Electronic Post-it notes

cocktails...

What productivity tools do you really need?

How many do you use?

- To Do / Task List
- PDA
- E-mail
- Tablets
- Piles on your desk
- Computerized schedule
- Scraps of paper
- Files
- Books
- Laptop computer
- Bound notebooks
- Paper Schedules/ Organizers
- Baskets
- Database
- Smart Phone
- Fax machines
- Word Processors
- Blackberry
- Dictaphone
- Voice messages
- Desk top computer
- Wall calendar
- Desk phone
- Internet portals
- Wireless products
- Voice recorder
- Digital camera
- Computer databases
- Post-it Notes
- Spreadsheets
- Instant messaging
- Notebooks
- Paper folders
- Computer files
- Contact lists
- Satellite phones
- Reference libraries
- Activity logs
- Project Mgmt programs
- CRM software
- Webcast presentations
- Tape recorders
- Video cameras
- Planners
- Voicemail logs
- Meeting journals

Your Current Management Structure

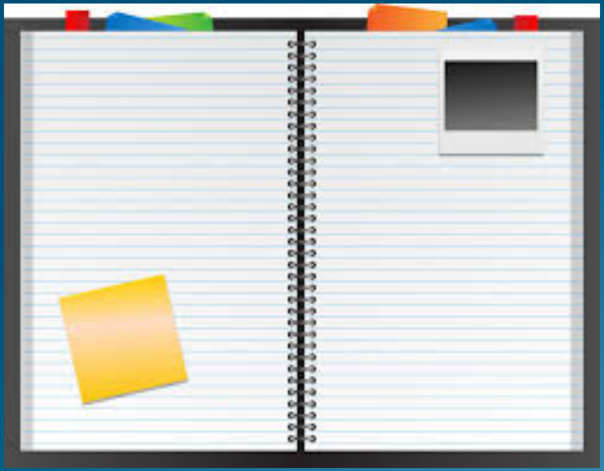
- When you look at your list as a system, what’s the nature of your existence system? How would you describe it?

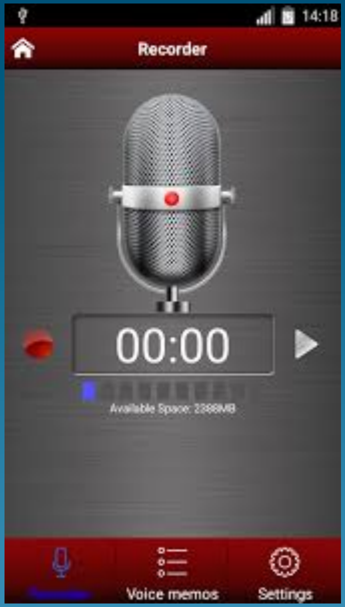
- What is the **impact** of using this system on your performance and peace of mind?

Productivity Practices

1. Capture
2. Schedule
3. Use Task Folders for Managing People & Projects

Catch Tools




14:18
Recorder
00:00
Available Space: 2388MB
Voice memos
Settings

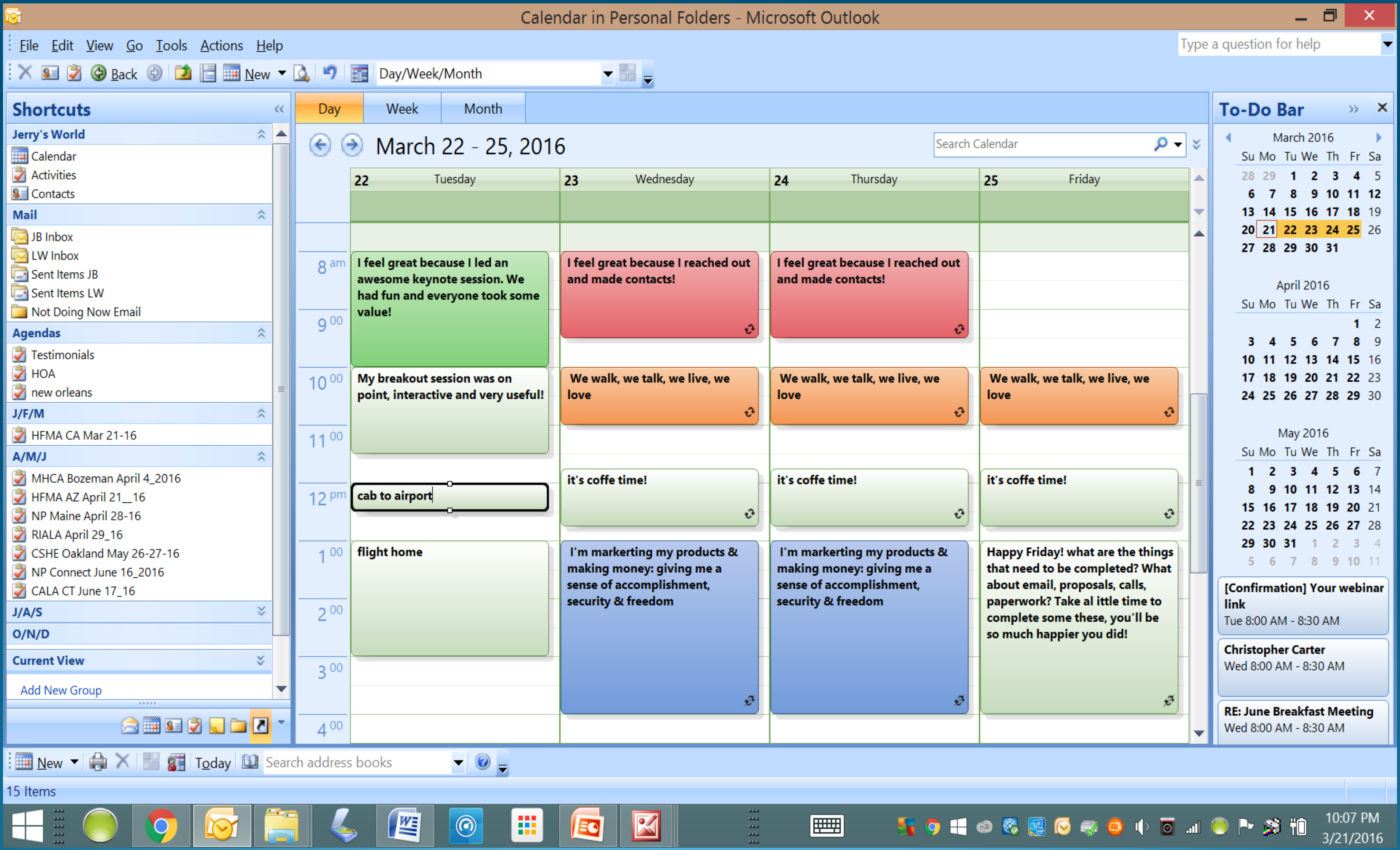
Catch Tool Work Practices

- You have **one or two** Catch Tools
- Your Catch Tool is at hand **at all times**
- Enter ideas into your Catch Tool as they come to mind
- **Each day**, you **move everything** from your Catch Tool into your calendar, or to your outlook projects folders

Routines

- What are your routines ?
- At work: paperwork, communications, meetings, emergencies, project work
- At home: read the paper, walk the dog, exercise, reading, time with family, fight with your spouse, cocktail hour, prayer.

If you’re going to do it, Schedule it!


Calendar in Personal Folders - Microsoft Outlook
File Edit View Go Tools Actions Help
Type a question for help
Back
New
Day/Week/Month
Shortcuts
Jerry's World
Calendar
Activities
Contacts
Mail
JB Inbox
LW Inbox
Sent Items JB
Sent Items LW
Not Doing Now Email
Agendas
Testimonials
HOA
new orleans
J/F/M
HFMA CA Mar 21-16
A/M/J
MHCA Bozeman April 4_2016
HFMA AZ April 21__16
NP Maine April 28-16
RIALA April 29_16
CSHE Oakland May 26-27-16
NP Connect June 16_2016
CALA CT June 17_16
J/A/S
O/N/D
Current View
Add New Group
Day
Week
Month
March 22 - 25, 2016
Search Calendar
22 Tuesday
23 Wednesday
24 Thursday
25 Friday
8 am
9 00
10 00
11 00
12 pm
1 00
2 00
3 00
4 00
To-Do Bar
March 2016
April 2016
May 2016
New
Today
Search address books
15 Items
10:07 PM
3/21/2016

Tuesday 22

I feel great because I led an awesome keynote session. We had fun and everyone took some value!

My breakout session was on point, interactive and very useful!

cab to airport

flight home

Wednesday 23

I feel great because I reached out and made contacts!

We walk, we talk, we live, we love

it's coffe time!

I'm markerting my products & making money: giving me a sense of accomplishment, security & freedom

Thursday 24

I feel great because I reached out and made contacts!

We walk, we talk, we live, we love

it's coffe time!

I'm markerting my products & making money: giving me a sense of accomplishment, security & freedom

Friday 25

We walk, we talk, we live, we love

it's coffe time!

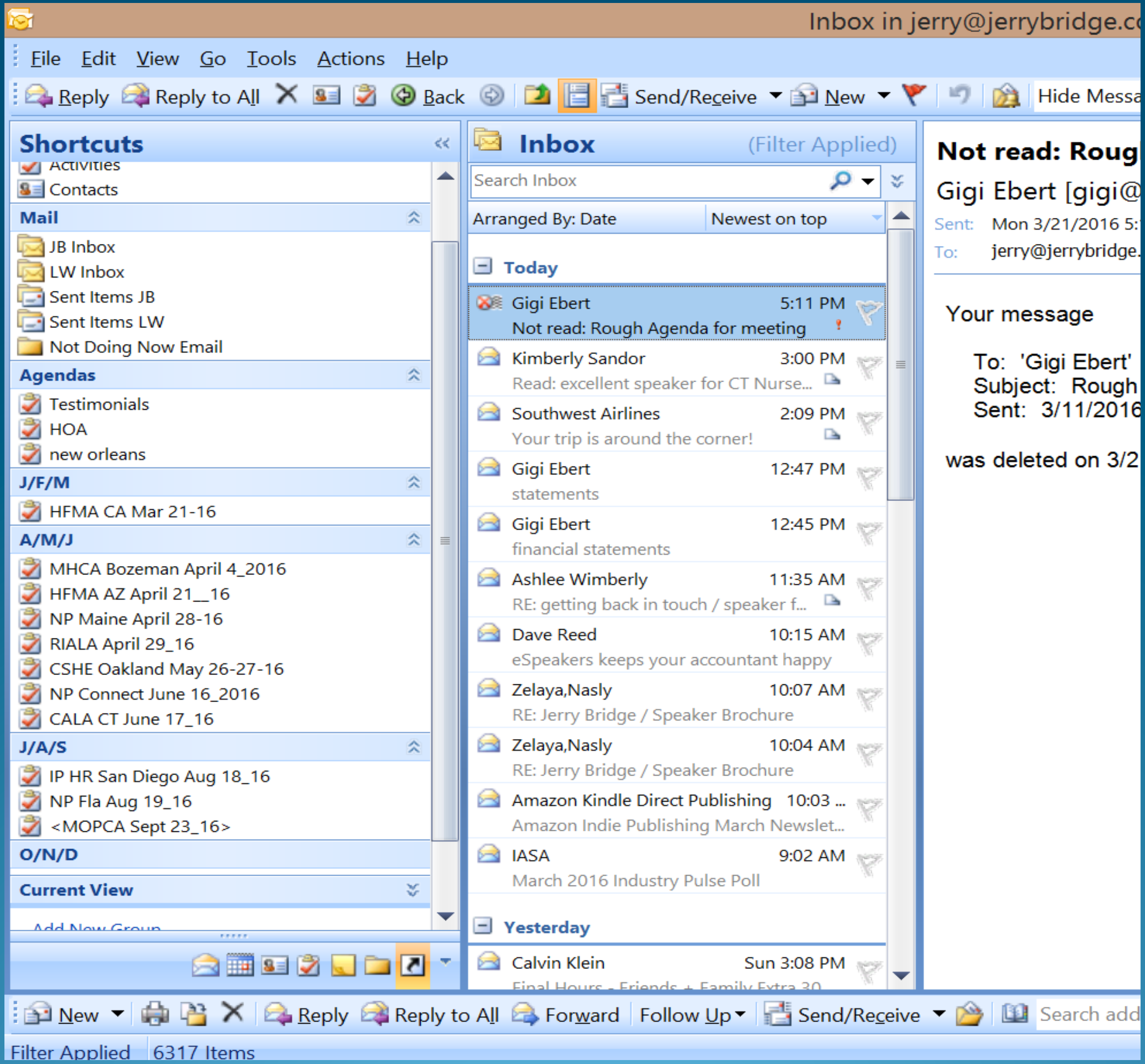
Happy Friday! what are the things that need to be completed? What about email, proposals, calls, paperwork? Take al ittle time to complete some these, you'll be so much happier you did!

To-Do Bar

[Confirmation] Your webinar link
Tue 8:00 AM - 8:30 AM

Christopher Carter
Wed 8:00 AM - 8:30 AM

RE: June Breakfast Meeting
Wed 8:00 AM - 8:30 AM


Inbox in jerry@jerrybridge.c
File
Edit
View
Go
Tools
Actions
Help
Reply
Reply to All
Back
Send/Receive
New
Hide Messa
Shortcuts
Activities
Contacts
Mail
JB Inbox
LW Inbox
Sent Items JB
Sent Items LW
Not Doing Now Email
Agendas
Testimonials
HOA
new orleans
J/F/M
HFMA CA Mar 21-16
A/M/J
MHCA Bozeman April 4_2016
HFMA AZ April 21__16
NP Maine April 28-16
RIALA April 29_16
CSHE Oakland May 26-27-16
NP Connect June 16_2016
CALA CT June 17_16
J/A/S
IP HR San Diego Aug 18_16
NP Fla Aug 19_16
<MOPCA Sept 23_16>
O/N/D
Current View
Add New Group
Inbox
(Filter Applied)
Search Inbox
Arranged By: Date
Newest on top
New
Reply
Reply to All
Forward
Follow Up
Send/Receive
Search add
Filter Applied
6317 Items

Today

Gigi Ebert Not read: Rough Agenda for meeting	5:11 PM
Kimberly Sandor Read: excellent speaker for CT Nurse...	3:00 PM
Southwest Airlines Your trip is around the corner!	2:09 PM
Gigi Ebert statements	12:47 PM
Gigi Ebert financial statements	12:45 PM
Ashlee Wimberly RE: getting back in touch / speaker f...	11:35 AM
Dave Reed eSpeakers keeps your accountant happy	10:15 AM
Zelaya,Nasly RE: Jerry Bridge / Speaker Brochure	10:07 AM
Zelaya,Nasly RE: Jerry Bridge / Speaker Brochure	10:04 AM
Amazon Kindle Direct Publishing Amazon Indie Publishing March Newslet...	10:03 ...
IASA March 2016 Industry Pulse Poll	9:02 AM

Yesterday

Calvin Klein Final Hours - Friends + Family Extra 30	Sun 3:08 PM

Not read: Roug

Gigi Ebert [gigi@

Sent: Mon 3/21/2016 5:

To: jerry@jerrybridge.

Your message

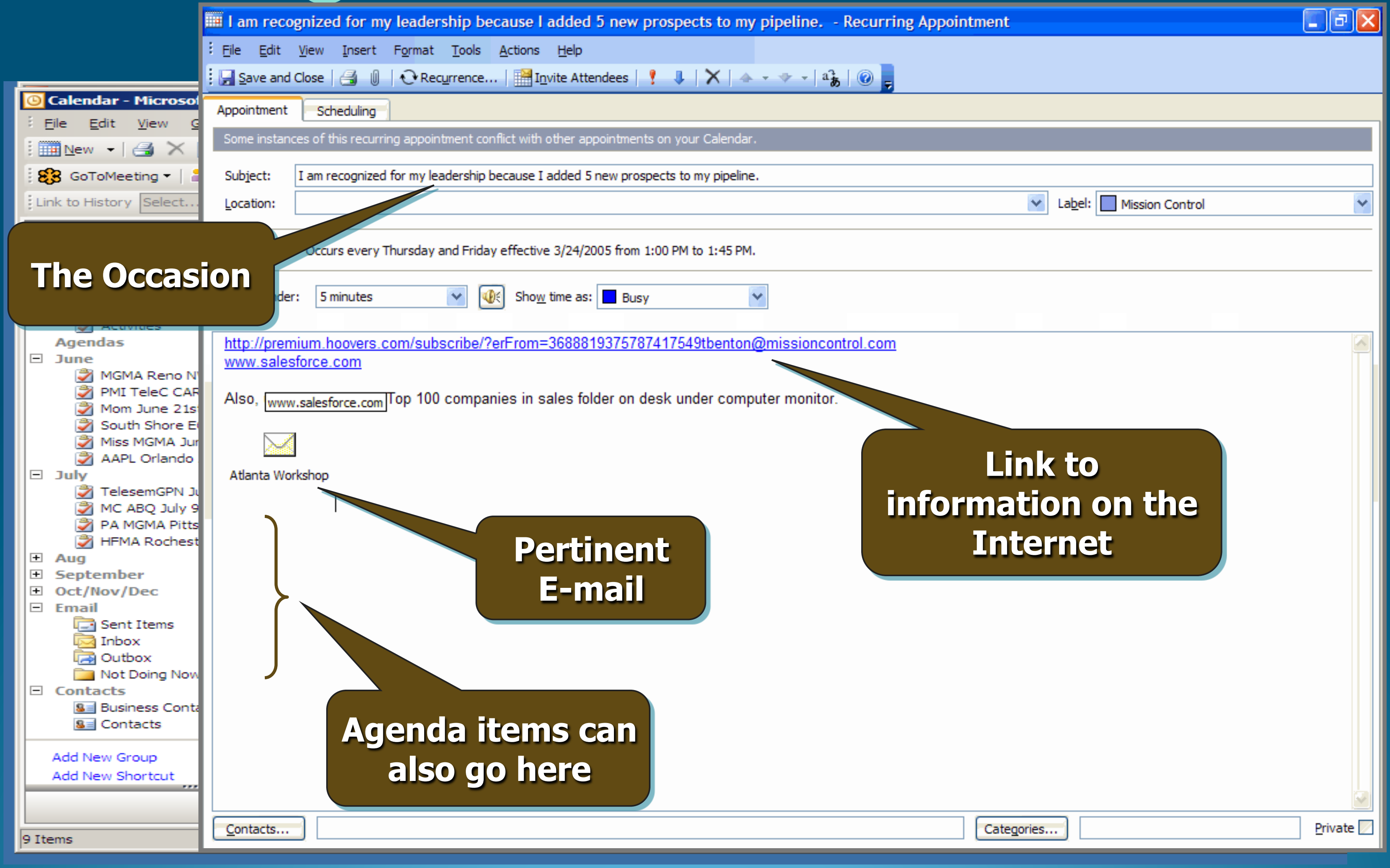
To: 'Gigi Ebert'
Subject: Rough
Sent: 3/11/2016

was deleted on 3/2

Managing people & projects

- Create agendas for the people and projects your regularly work on.

Storing Relevant Information



I am recognized for my leadership because I added 5 new prospects to my pipeline. - Recurring Appointment

Some instances of this recurring appointment conflict with other appointments on your Calendar.

Subject: I am recognized for my leadership because I added 5 new prospects to my pipeline.

Location:

Label: Mission Control

Occurs every Thursday and Friday effective 3/24/2005 from 1:00 PM to 1:45 PM.

der: 5 minutes

Show time as: Busy

http://premium.hoovers.com/subscribe/?erFrom=3688819375787417549tbenton@missioncontrol.com
www.salesforce.com

Also, www.salesforce.com Top 100 companies in sales folder on desk under computer monitor.

Atlanta Workshop

Calendar - Microsoft
File
Edit
View
New
GoToMeeting
Link to History
Select...
Agendas
June
MGMA Reno N
PMI TeleC CAR
Mom June 21s
South Shore E
Miss MGMA Jur
AAPL Orlando
July
TelesemGPN Ju
MC ABQ July 9
PA MGMA Pitts
HFMA Rochest
Aug
September
Oct/Nov/Dec
Email
Sent Items
Inbox
Outbox
Not Doing Now
Contacts
Business Conta
Contacts
Add New Group
Add New Shortcut
9 Items
File
Edit
View
Insert
Format
Tools
Actions
Help
Save and Close
Recurrence...
Invite Attendees
Appointment
Scheduling
Contacts...
Categories...
Private ☐

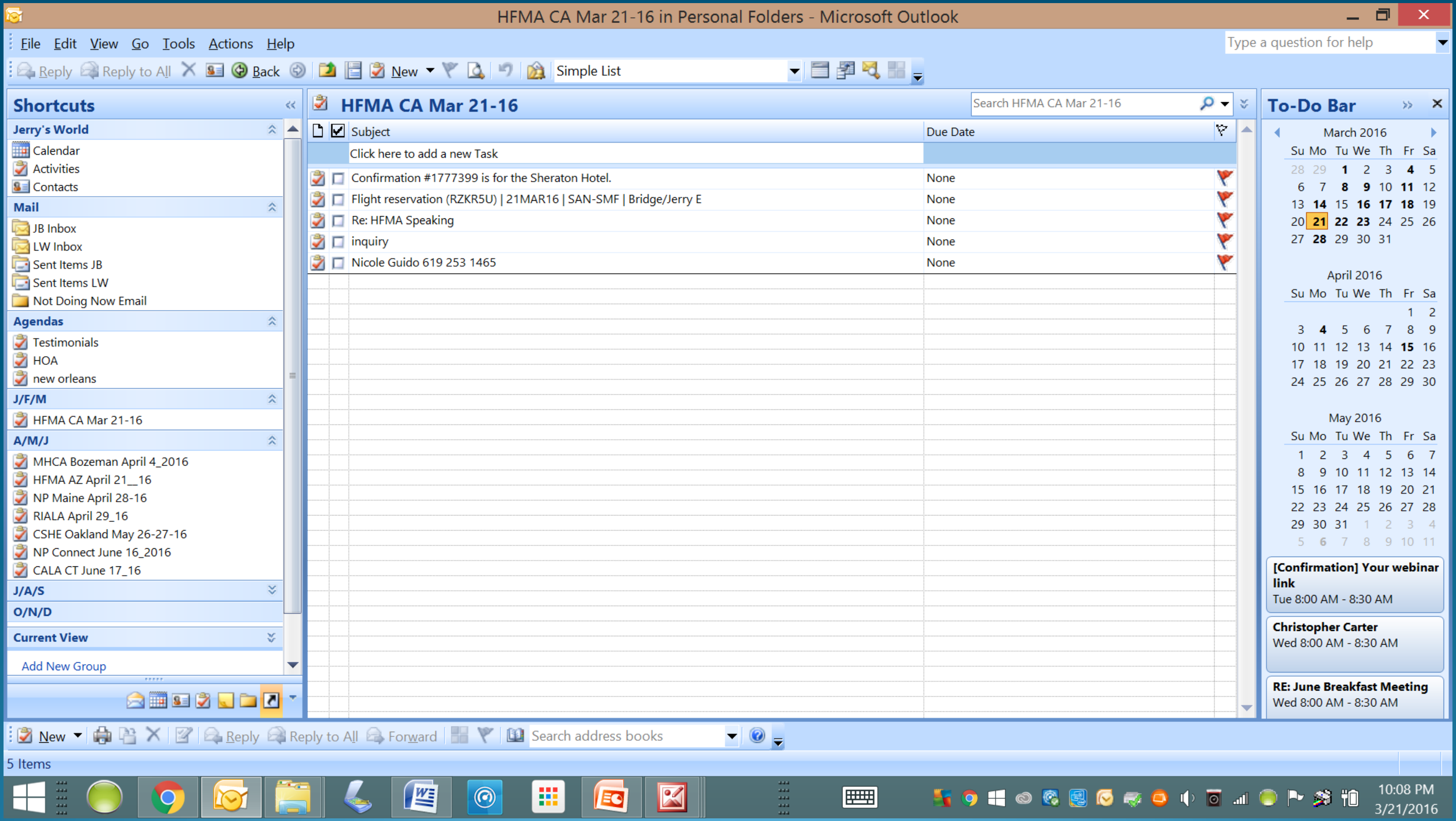
The Occasion

Link to information on the Internet

Pertinent E-mail

Agenda items can also go here

Work agendas


HFMA CA Mar 21-16 in Personal Folders - Microsoft Outlook
File
Edit
View
Go
Tools
Actions
Help
Type a question for help
Reply
Reply to All
Back
New
Simple List
Shortcuts
Jerry's World
Calendar
Activities
Contacts
Mail
JB Inbox
LW Inbox
Sent Items JB
Sent Items LW
Not Doing Now Email
Agendas
Testimonials
HOA
new orleans
J/F/M
HFMA CA Mar 21-16
A/M/J
MHCA Bozeman April 4_2016
HFMA AZ April 21__16
NP Maine April 28-16
RIALA April 29_16
CSHE Oakland May 26-27-16
NP Connect June 16_2016
CALA CT June 17_16
J/A/S
O/N/D
Current View
Add New Group
HFMA CA Mar 21-16
Search HFMA CA Mar 21-16
To-Do Bar
New
Reply
Reply to All
Forward
Search address books
5 Items
10:08 PM
3/21/2016

☐	Subject	Due Date
	Click here to add a new Task	
☐	Confirmation #1777399 is for the Sheraton Hotel.	None
☐	Flight reservation (RZKR5U) | 21MAR16 | SAN-SMF | Bridge/Jerry E	None
☐	Re: HFMA Speaking	None
☐	inquiry	None
☐	Nicole Guido 619 253 1465	None

March 2016

Su	Mo	Tu	We	Th	Fr	Sa
28	29	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2016

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2016

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

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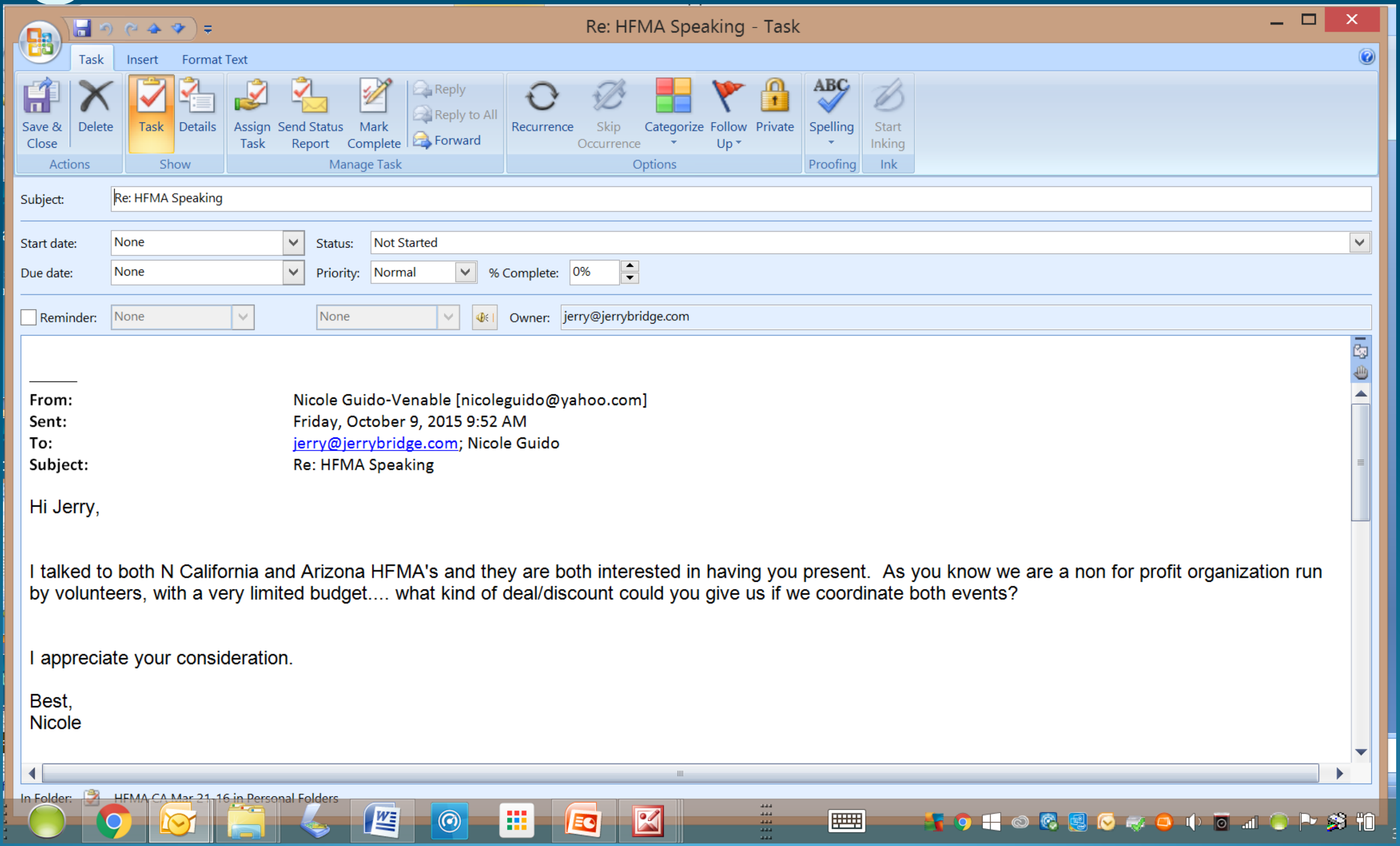
agendas



Re: HFMA Speaking - Task
Task
Insert
Format Text
Save & Close
Delete
Actions
Task
Details
Show
Assign Task
Send Status Report
Mark Complete
Reply
Reply to All
Forward
Manage Task
Recurrence
Skip Occurrence
Categorize
Follow Up
Private
Options
Spelling
Proofing
Start Inking
Ink

Subject: Re: HFMA Speaking

Start date: None
Due date: None
Status: Not Started
Priority: Normal
% Complete: 0%

☐ Reminder: None None
Owner: jerry@jerrybridge.com

From: Nicole Guido-Venable [nicoleguido@yahoo.com]
Sent: Friday, October 9, 2015 9:52 AM
To: jerry@jerrybridge.com; Nicole Guido
Subject: Re: HFMA Speaking

Hi Jerry,

I talked to both N California and Arizona HFMA's and they are both interested in having you present. As you know we are a non for profit organization run by volunteers, with a very limited budget.... what kind of deal/discount could you give us if we coordinate both events?

I appreciate your consideration.

Best,
Nicole

In Folder: HFMA CA Mar 21 16 in Personal Folders

inhale…exhale…email

5 practices for saving your sanity

Email Practices

- Turn off your e-mail notification indicators – sound and visual.
- Schedule time to scan and read the E-mail in your inbox
- As you read and scan your E-mail, slide anything that you **cannot respond to instantly** into your Not Doing Now E-mail folder or to the task folder it belongs to

Email Practices

- Schedule three or four occasions per week to **review, process and respond** to what is in your Not Doing Now E-mail folder.
- Do not open and read E-mail **except during the scheduled Occasion.**

Handling interruptions & distractions

Interruptions & Distractions

- Learn to say “NO” when you should
- When interrupted ask, is this a **‘411’ or a ‘911’**
- Use ‘Agendas’ (task folders in Outlook) to manage projects and people
- Close your door when you should

Coaching or Support

Need Support?

619.857.5643

Or Visit:

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