CALLING BS ON BUSY!
SECRET OF TIME MANAGEMENT, ORGANIZATION + PRODUCTIVITY

The Nonprofit Partnership
SLIDES + VALUES EXERCISES + BONUSES

andrewmellen.com/NP19
OUR AGENDA

Costs of Disorganization

Mindset Shifts

Story + Core Values

The Organizational Triangle®

The 7 Deadly Time Thieves™
  Interruptions
  Multitasking
  Poor Planning
  Overcommitting
  Email
  Meetings
  Procrastination
BREATHE
SETTING YOUR INTENTION
80% UNUSED
INTERRUPTION
RECOVERY
200 LIES
1 YEAR WASTED
BIGGEST CAUSES OF LOST TIME?

[INDIVIDUAL WORK]
YOU CAN’T MANAGE TIME
Problems

Solutions
‘HAVE TO’ BECOMES ‘GETS TO’
CLUTTER = DEFERRED DECISIONS
I’M BUSY
There isn’t enough time.

I don’t know where to start.

The people I work with are worse than I am.
NO STORY, JUST FACTS
NO STORY, JUST FACTS
THE PROBLEMS

Comfort rather than values.

Unimportant interruptions.

Yes to unsuitable requests.

Defer decisions.

Concentrative limits.
Calendar to time = budget to money.

Excellence > perfection.

Stop deferring to the future.

Delegate.

Eat the frog.
“SOMEDAY” DOESN’T EXIST
EVERY TASK HAS AN END
A SIMPLE LIFE =

BRIGHT FARMS
LOCALLY GROWN
BABY ROMAINE MIX

CROWNED IN
ROCHELLE, IL

NON-GMO
PROJECT
VERIFIED

Ingredients may include: Baby Romaine, Red Oakleaf, Red Romaine

BrightFarms Inc. • 3801 S. Carrollwood, Chicago, IL 60656 • 773-637-0300

Crown in Rochelle, IL • Non-GMO Project Verified

Recyclable • Reduce • Reuse
SIMPLE CHOICES
ONE ITEM
COMPLICATED NOT EASIER

[PAIRS ACTIVITY]
URGENT VS. IMPORTANT
WHAT’S AT YOUR CORE?
THERE IS ENOUGH TIME FOR WHAT’S IMPORTANT
YOUR BEST FRIENDS
WINNERS DO WHAT THEY HAVE TO DO
THE ORGANIZATIONAL TRIANGLE®
ONE HOME FOR EVERYTHING
LIKE WITH LIKE
SOMETHING IN, SOMETHING OUT
7 DEADLY TIME THIEVES™

INTERRUPTIONS
MULTI-TASKING
OVERCOMMITTING
POOR PLANNING
EMAIL
MEETINGS
PROCRASTINATION
TIME THIEF: INTERRUPTIONS
INTERRUPTIONS vs DISTRACTIONS
INTERRUPTIONS + DISTRACTIONS

[INDIVIDUAL WORK]
<table>
<thead>
<tr>
<th>INTERRUPTIONS</th>
<th>DISTRACTIONS</th>
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<td>INTERUPTIONS</td>
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<td>INTERRUPTIONS</td>
<td>COMMON</td>
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<tr>
<td>Ringing phone</td>
<td>Checking your cell phone</td>
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<td>Unexpected visitors</td>
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<td>Supervisor/Colleagues</td>
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<td>Family + pets</td>
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<td>Emergencies</td>
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<tr>
<td>Fire drills—both kinds</td>
<td></td>
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<td>Email prompts</td>
<td></td>
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<tr>
<td>Equipment malfunctions</td>
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<td>Alarms, other ambient noise</td>
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<td>Physical pain, headaches</td>
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<td>Strong odors</td>
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</table>
Shift the culture.

Make constraints known.

Turn all notifications OFF.
TIME THIEF: MULTITASKING
SHE CAN'T
HE CAN’T
MULTITASKING IS A LIE
TIME THIEF: OVERCOMMITTING
NO IS A COMPLETE SENTENCE

No excuses.

Trade off?

Don’t wait.

Saying NO to something is saying YES to something you value more.
TIME THIEF: POOR PLANNING
ADD IT UP
168
HOURS
YOU CAN’T MANAGE WHAT YOU DON’T MEASURE
PARETO’S PRINCIPLE

20% → 80%
WHAT IS YOUR 20%?

[INDIVIDUAL WORK]
TO-DO LISTS + PLANNING

- Change expectations.
- Be thorough.
- Be singular.
- Be specific.

*To-do lists are to your tasks what your closet is to your clothes.*
Does this have to be done today?

Is this a step in a larger project or a one-off?

Is there something more important to do first?

Can I delegate this task? To whom?
TIME THIEF: EMAIL
TOP 5 EMAIL TIPS

Check only when you can read + reply to it.

Stop using email for internal communications.

Don't read and answer constantly.

Automate using rules or filters.

< 15 words = the subject line. EOM. NRN.
The Global Apprenticeship Network (GAN) is a business-driven alliance with the overarching goal of encouraging and linking business initiatives on skills and employment opportunities for youth – notably through apprenticeships.

John G 12:58 PM
@Andrew Mellen @Kelly Case - should we decide to attend SHRM - Kathy Harris suggests Las Vegas Marriott or the Venetian

Andrew Mellen 13:13 AM
@john @kelly I just saw the title of your keynote listed as UNSTUFF YOUR AGENCY! ... other places it says UNSTUFF YOUR LIFE ... I am confused. And I have not been preparing a keynote about agency specific unstuffing ... so I'd like to get more details about this. I do have my call with Marit next week but it would be good to find out from Angela or Cindy what's up with this specific focus. Thank you.


John G 15:13 AM
Will call and follow up

Andrew Mellen 14:40 PM
@kelly please add the SHRM events above and the full days to the PUBLIC EVENTS Calendar if you haven't yet. Thanks!

Alice Chin 12:56 PM
@kelly @john in case it's not abundantly clear, Andrew is going to SHRM and needs to book travel now. @kelly Can you also confirm that means we're cancelling dinner on the 25th? Or will John or I be hosting? Thanks.

Andrew Mellen 1:07 PM
@alice I will return to NYC either late in the eve on 6/24 OR during the day on 6/25. I have a dental appointment on 6/26 in NYC. Once we have travel booked, we'll look at whether to keep the dinner party on the calendar. I haven't invited anyone yet. There will still be the one on Friday, 6/28 either way.

Kelly Case 8:15 AM
Masterplanner art shows research: https://docs.google.com/spreadsheets/d/1xJs17kO1DUv5CHyOly30pWu60jdfcZwVz0Vq/Figuk/esIt?usp=sharing

John G 9:37 AM
@kelly @andy next step in ICF process complete- https://www.conferenceharvester.com/harvester2/Tasks/Download.aspx?TaskID=791558&presentationID=0

John G 9:29 AM
@andy @kelly - SHRM registration complete - event details from Kathy this afternoon.

Alice Chin 2:32 PM
Thanks @john! Good work.
TIME THIEF: MEETINGS
NO AGENDA = NO MEETING
TOP 5 MEETING TIPS

Standing meetings.

Handouts + agenda > 24 hours prior.

Time limits for every agenda item.

No back-to-back meetings—ever.

Debrief yourself after the meeting.
TIME THIEF: PROCRASTINATION
WHY DO YOU PROCRASTINATE?
YOUR REASONS

Feels too much like work
Hope it will go away
Someone else will do it
Don't see the value
Fear of the outcome, either good or bad
Fear of what you’ll do next
Fear of others’ judgment
Fear of conflict + possible delays
Resent your boss
Resent the task
Waiting for the perfect time
Not sure how to start
Not sure where to start
Not in the right mood
Lack of inspiration
Lack of information
Lack of perceived space
Lack of perceived time
Lack of support
Lack of money or other resources
Lack of motivation
Lack of expertise

Too much pressure
Too sick to start
Too tired
Faulty concept of time
Living in fantasy
Bad habits
Bad math
Because the task is easy
Impatience
Perfectionism
Something better to do
Overwhelmed with other things
Prefer to do other things
Prefer to spend time outdoors
A sense of entitlement
Distracted
Romancing the deadline
Adrenaline junkie
Another crisis interferes
There’s always tomorrow
Your vacation or leave is starting soon
“Not my job”
HOW CAN YOU BEAT PROCRASTINATION?
EAT THE FROG
WHEN EVERYTHING IS PRECIOUS

NOTHING IS PRECIOUS
BONUS
PERFECT PASSWORD

4 digit number

2018
Symbol or character
#

First 3 letters of site uppercase
(AMAZON.COM)

AMA
PERFECT PASSWORD

3 digit number

169
Lower case letter

X
2018#AMA169x
THANK YOU!
SLIDES + VALUES EXERCISES + BONUSES

andrewmellen.com/NP19
MULTI-TASKING IS A LIE

http://articles.chicagotribune.com/2010-08-10/opinion/ct-oped-0811-multitask-20100810_1_iqs-study-information-overload

Nat'l Academy of Sciences: Brain Bottleneck

Brainfacts.org: The Multitasking Mind

NPR: The Myth Of Multitasking

Wired.com: Multitasking

PBS.org: Is Multitasking Bad?

Forbes.com: Worse than Marijuana?

Interfaces.com: Multitasking Myths