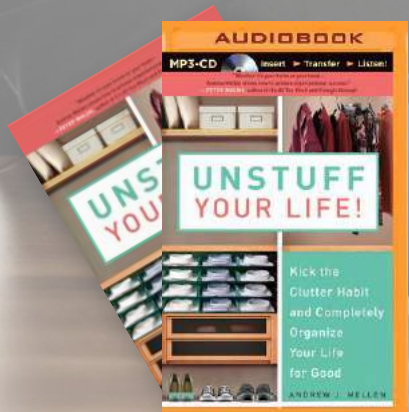


CALLING BS ON BUSY! SECRETS OF TIME MANAGEMENT, ORGANIZATION + PRODUCTIVITY

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

[15 Seconds]

SETTING YOUR INTENTION





80%
UNUSED



INTERRUPTION RECOVERY



200 LIES



**1 YEAR
WASTED**

BIGGEST CAUSES OF LOST TIME?

[INDIVIDUAL WORK]

MINDSET



A man in a dark suit, light blue shirt, and striped tie is running towards the camera. He is carrying a brown leather briefcase in his right hand. The background is a modern glass skyscraper with many windows. The text "YOU CAN'T MANAGE TIME" is overlaid in large white letters across the middle of the image.

YOU CAN'T MANAGE TIME

~~Problems~~

Solutions



‘HAVE TO’ BECOMES ‘GETS TO’





ABUNDANCE



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.

THE SOLUTIONS

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 =





SIMPLE CHOICES

red lollo \$2

Red Oak Leaf \$2

RED OAK LEAF \$2

RED FIRE RED OAK LEAF \$2

GALISSE \$2
OAK LEAF LETTUCE

COLISE ROMAINE \$2

RED BUTTERS \$2
The Safest & Healthiest

GREEN \$2
TOWERS ROMAINE

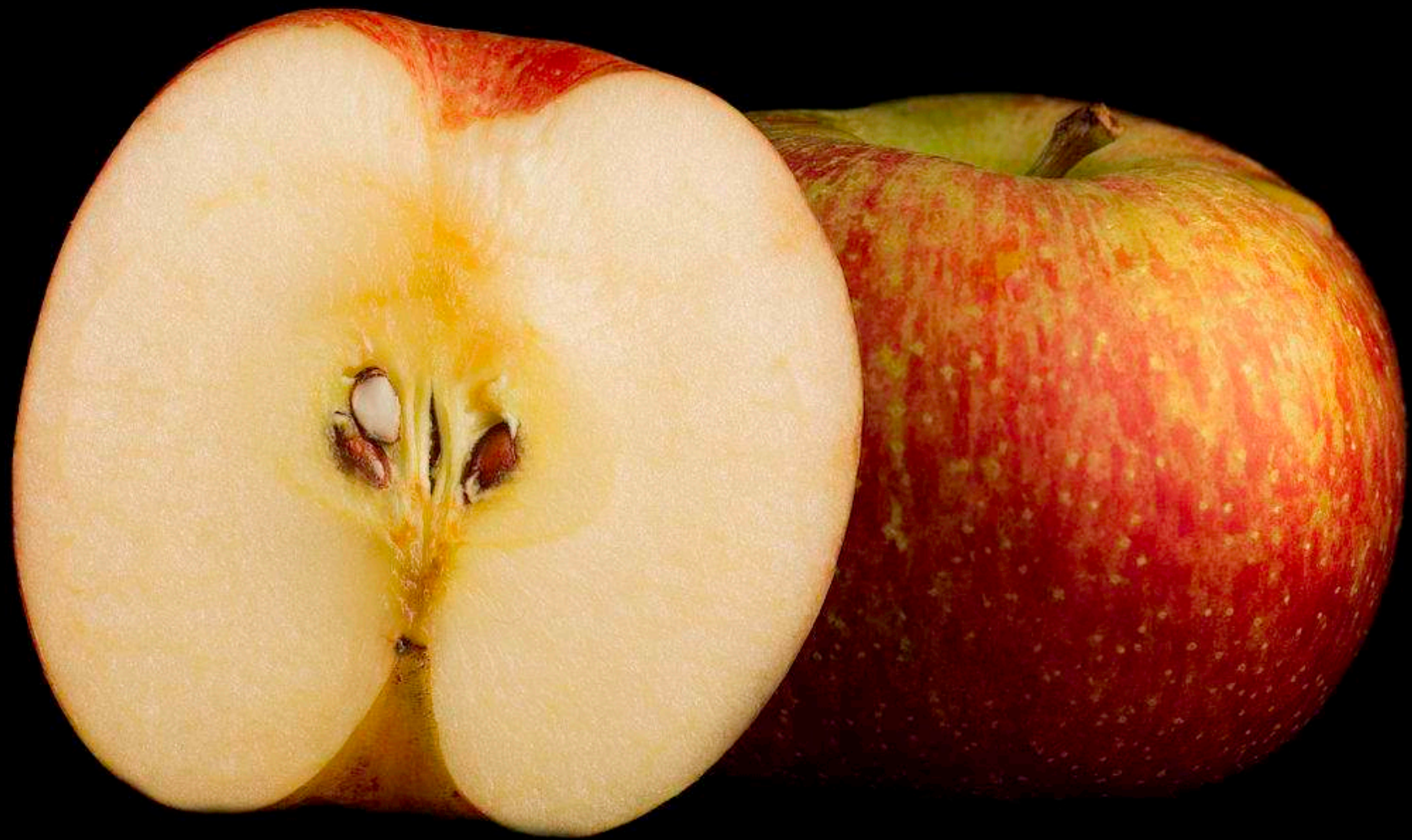
ONE ITEM COMPLICATED NOT EASIER

[PAIRS ACTIVITY]

URGENT VS. IMPORTANT



WHAT'S AT YOUR CORE?





SLIDES + VALUES EXERCISES + BONUSES

andrewmellen.com/NP19





THERE IS ENOUGH TIME FOR WHAT'S IMPORTANT

YOUR BEST FRIENDS



Toggl

 **toggl**



 John Swift ▼

Toggl Rocks
Big Client. Website development


01:15 min


Stop

Today 1:54 h


  **Chupacabra**
ABC Client 3003. No 45231

49:00 min




 **Meeting @London**
ABC Limited. Generating ideas


01:05:00




Fri 7th Dec 5:13 h


 **Meeting @London**
Big Client. Website development. ...

02:00:00



 **Toggl Rocks**
Big Client. Website development. ...

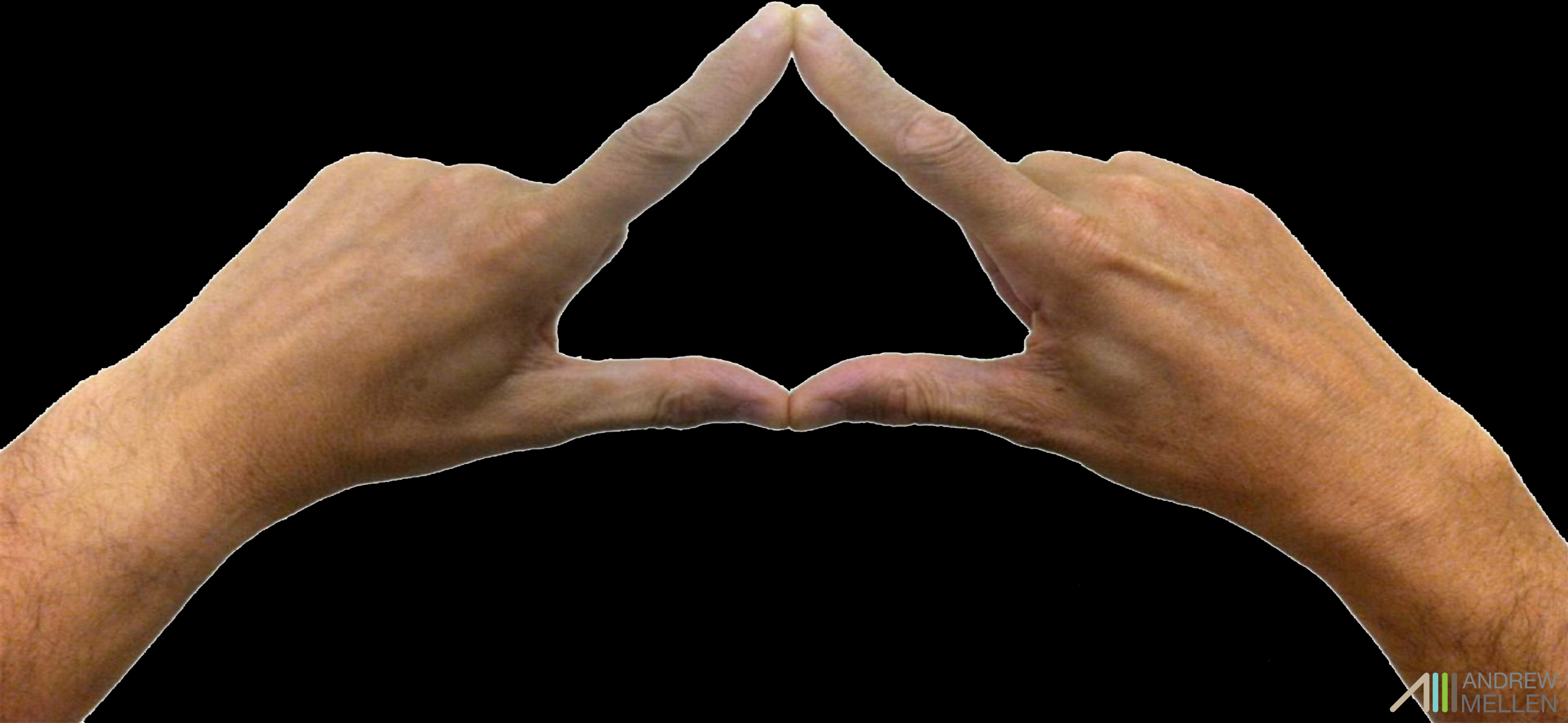
03:13:12





WINNERS DO WHAT THEY HAVE TO DO

THE ORGANIZATIONAL TRIANGLE®



ONE HOME FOR EVERYTHING



LIKE WITH LIKE



SOMETHING IN, SOMETHING OUT



A black and white photograph of an hourglass, with sand falling from the top bulb into the bottom bulb. The hourglass is centered in the frame, and the sand is clearly visible. The background is dark, making the hourglass stand out.

7 DEADLY TIME THIEVES™

INTERRUPTIONS
MULTI-TASKING
OVERCOMMITTING
POOR PLANNING
EMAIL
MEETINGS
PROCRASTINATION

A black and white photograph of an hourglass, with sand falling from the top bulb into the bottom bulb. The hourglass is centered in the frame, and the sand is illuminated, creating a bright, conical shape in the bottom bulb. The background is dark and out of focus.

TIME THIEF: INTERRUPTIONS

INTERRUPTIONS vs DISTRACTIONS

INTERRUPTIONS + DISTRACTIONS

[INDIVIDUAL WORK]

INTERRUPTIONS

DISTRACTIONS

INTERRUPTIONS

DISTRACTIONS

COMMON

INTERRUPTIONS

Ringling phone
Unexpected visitors
Supervisor/Colleagues
Family + pets
Emergencies
Fire drills—*both kinds*
Email prompts
Equipment malfunctions
Alarms, other ambient noise
Physical pain, headaches
Strong odors

DISTRACTIONS

Checking your cell phone
Streaming Media: Television/Radio/Music
Food/Hunger
Worrying
Seeking comfort with pets/family
Smoking
Grooming
Reading non-work stuff at work
Gossip/Eavesdropping
Reading + sending emails
Surfing the Internet

MINIMIZE INTERRUPTIONS

Shift the culture.

Make constraints known.

Turn all notifications OFF.



A black and white photograph of an hourglass. The top bulb is partially filled with sand, and a stream of sand is falling into the bottom bulb. The hourglass is set against a dark background with some vertical lines visible.

TIME THIEF: MULTITASKING

SHE CAN'T



HE CAN'T



MULTITASKING IS A LIE



A black and white photograph of an hourglass. The top bulb is partially filled with sand, and a stream of sand is falling into the bottom bulb. The hourglass is set against a dark background with some vertical lines visible.

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.

A black and white photograph of an hourglass, with sand falling from the top bulb into the bottom bulb. The hourglass is centered in the frame, and the falling sand creates a sense of time passing. The text "TIME THIEF: POOR PLANNING" is overlaid in red, bold, sans-serif capital letters across the middle of the hourglass.

TIME THIEF: POOR PLANNING

ADD IT UP

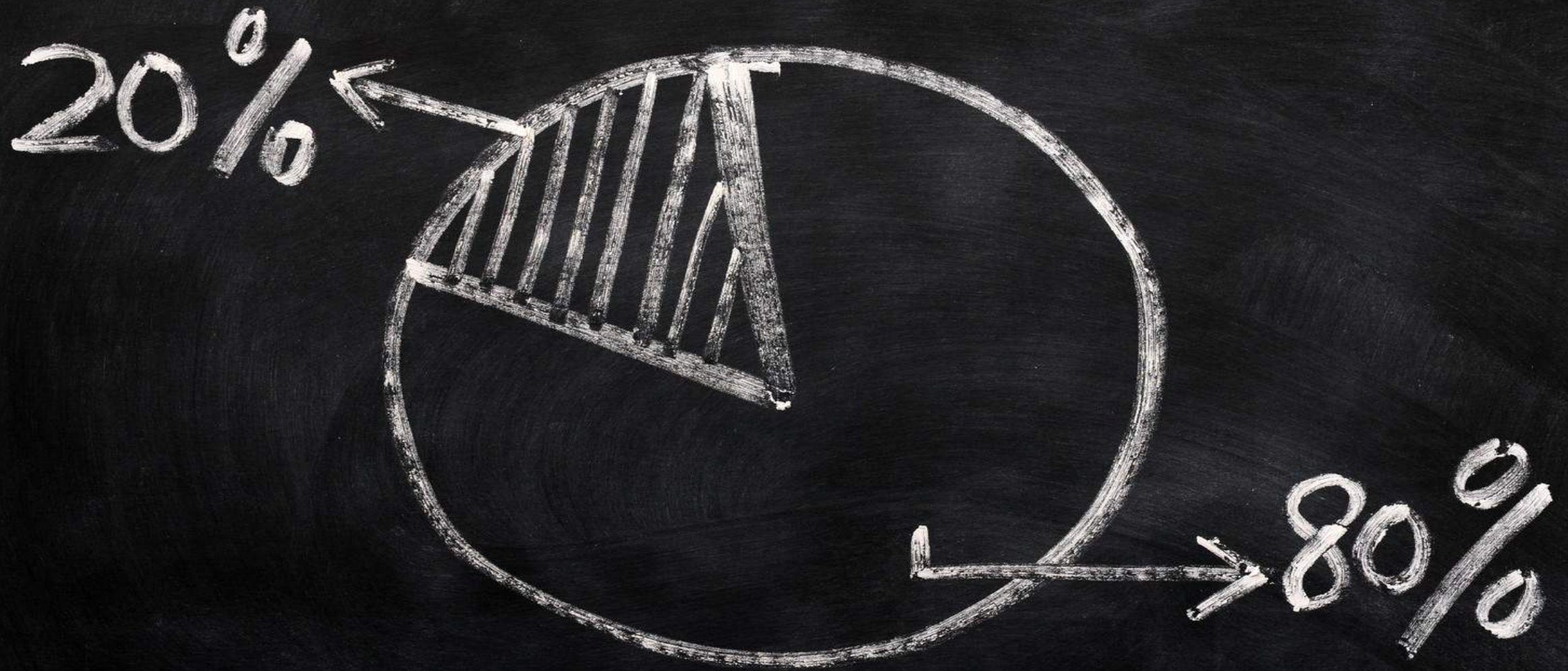
168

HOURS

**YOU CAN'T MANAGE
WHAT YOU DON'T MEASURE**



PARETO'S PRINCIPLE



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?*

A black and white photograph of an hourglass, with sand flowing from the top bulb to the bottom bulb. The hourglass is centered in the frame, and the sand is illuminated, creating a bright, glowing effect. The background is dark, making the hourglass stand out.

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.

Jump to...

Threads

Drafts

b2c

Matthew Preuss

Channels

administration

b2b

celebration

digital_marketing

executive_assistant

executive_management

general

growth_projects

marketing_strategy

original_content

speaking

unstuff_america

uyls

uyls_coach_cert

Direct Messages

Slackbot

Andrew Mellen (you)

Alice Chin

Alice Chin, Heather Bu...

Caelan Huntress

Heather Burdge

John G

Kelly Case

Kelly Case, John G

+ Invite people

Apps

AMI Google Drive

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.

gan-gan-global.org

Global Apprenticeship Network - GAN - Switzerland

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

Wednesday, June 5th



Andrew Mellen 11:12 AM

@johng On the page for IIAT Insurcon 2019 the title of my keynote is 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.

https://insurcon2019.sched.com/speaker/andrew_mellen.74nnoce (edited)



John G 11:13 AM

Will call and follow up



Andrew Mellen 12:40 PM

@Kelly Case 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 Case @johng In case it's not abundantly clear, Andrew IS going to SHRM and needs to book travel now. @Kelly Case 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 Chin 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.

Thursday, June 6th



Kelly Case 8:15 AM

Masterplanner art shows research: <https://docs.google.com/spreadsheets/d/1xJs17kOIDUvjCHy0jy30pWu60jdfcZivWzIKvQFIGuk/edit?usp=sharing>

Wednesday, June 12th



John G 9:17 AM

@Kelly Case @Andrew Mellen - next step in ICF process complete- <https://www.conferenceharvester.com/harvester2/Tasks/Download.asp?TaskID=79155&PresentationID=0>



John G 9:29 AM

@Andrew Mellen @Kelly Case - SHRM registration complete- event details from Kathy this afternoon.

Monday, June 17th



Alice Chin 2:32 PM

Thanks @johng! Good work.



Message #b2b

A black and white photograph of an hourglass. The top bulb is partially filled with sand, and a stream of sand is falling into the bottom bulb. The hourglass is set against a dark background with some vertical lines.

TIME THIEF: MEETINGS

NO AGENDA = NO MEETING



Standing meetings.

Handouts + agenda > *24 hours prior*.

Time limits for every agenda item.

No back-to-back meetings—*ever*.

Debrief yourself after the meeting.

A black and white photograph of an hourglass. The top bulb is mostly empty, while the bottom bulb is filled with sand, forming a small mound. The hourglass is set against a dark background with some vertical lines, possibly from a window frame. The lighting creates highlights on the glass and the sand.

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?

A low-angle shot of a man with a beard and short hair, looking up with his mouth wide open. A hand from above holds a spotted frog by its back, positioning it directly in the man's open mouth. The frog's front legs are extended towards the man's tongue. The background is a clear blue sky with light, wispy clouds. The man's shadow is cast onto his chest.

EAT THE FROG

WHEN EVERYTHING IS PRECIOUS

NOTHING IS PRECIOUS



SPEAKING | TRAINING | COACHING

THANK YOU!





PERFECT PASSWORD

password***



PERFECT PASSWORD

4 digit number

2018

Symbol or character

#

PERFECT PASSWORD

First 3 letters of site uppercase
(AMAZON.COM)

AMA

PERFECT PASSWORD

3 digit number

169

PERFECT PASSWORD

Lower case letter

X

PERFECT PASSWORD

2018#AMA169x



SPEAKING | TRAINING | COACHING

THANK YOU!





SLIDES + VALUES EXERCISES + BONUSES

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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*](#)