

Productivity and Time Management



The
Solutions
Group

A division of Presbyterian Healthcare Services

When you have had a productive day at work, what does that mean for you? What did you accomplish?

Analyzing Your Current Situation

▶ **Your Talents & Skills**

▶ **Your Tasks & Environment at Work**

▶ **How are these different factors working together to help you be productive?**

Applying the 7 Habits

In Stephen Covey's book, "The 7 Habits of Highly Effective People," he presents the types of actions that can lead you to success. Those habits, of course, incorporate ways to make the best use of your time to be productive. Let's take them one at a time to see how they apply to your personal situation.

#1 Be Proactive!

As human beings, we are responsible for our own lives. Our behavior is a function of our decisions, not our conditions. People who end up with the good jobs are the proactive ones who are solutions to problems.

What example of proactive behavior can you add from your experience? What new behavior might you add that could affect your current work situation?

#2 Begin with the end in mind

What difference do you want to make in the world and in the lives of those around you? What do you want them to say about your legacy?

#3 Put first things first

- ▶ **What one thing could you do (you aren't doing now) that if you did it on a regular basis, would make a tremendous positive difference in your life?**

- ▶ **What one thing in your business or professional life would bring similar results?**

#4 Think Win/Win

- a) See problems from the other person's point of view. Really seek to understand and give expression to the needs and concerns of the other party as well as or better than they can themselves.
- b) Identify the key issues and concerns (not positions) involved.
- c) Determine what results would constitute a fully acceptable solution.
- d) Identify possible new options to achieve those results.

#5 Habit – Seek first to understand, then to be understood.

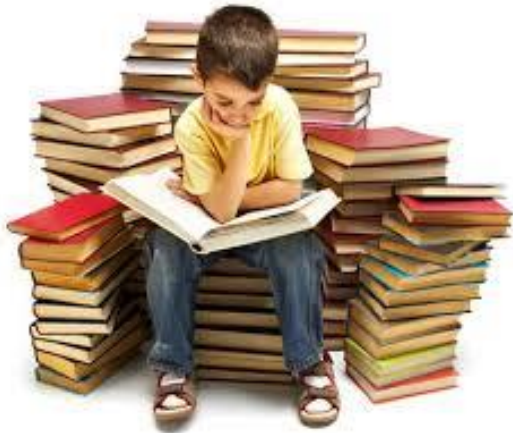
This means using empathic listening. Instead of projecting your own autobiography and assuming thoughts, feelings, motives, and interpretation, you're dealing with the reality inside another person's head and heart.

#6 Synergize = apply the principles of creative cooperation, valuing the differences around you to devise a better solution. This brings together all the previous habits.

"The whole is greater than the sum of its parts."

#7 Sharpen the Saw

This last habit refers to preserving and enhancing the greatest asset you have – you. It's renewing the four dimensions of your nature – physical, spiritual, mental, and social/emotional.



What are you doing currently to sharpen your skills and stay current with your field of work?

What else might you add?

How are you spending your time?

1. Find out where your time really goes
2. Keep a daily time and task log
3. Review and rank activities at end of day
 - a) 1 = urgent
 - b) 2 = important
 - c) 3 = routine
 - d) 4 = wasted

Use this information to plan for better productivity in the next day or week.

Handling Time Wasters

- a) Ineffective, unproductive meetings
- b) Overly long phone calls
- c) Drop-in visitors
- d) Procrastination
- e) Other

Handling Interrupters

- a) Learn to say "No"
- b) Available and unavailable time
- c) Invitation only time
- d) Uncontrollable interruptions

Your tips:

Time Savers

1. Write a “to do” list
2. Focus on one project at a time
3. Plan your day and follow your plan
4. Anticipate interruptions
5. Allow for flexibility
6. TAKE BREAKS!
7. Your tips:

Use Your Raft!

- ▶ Refer
- ▶ Act
- ▶ File
- ▶ Toss



“Aim for success, not perfection. Never give up your right to be wrong, because then you will lose the ability to learn new things and move forward with your life.” (Dr. David M. Burns)