Seizing Control of Your Time

AFP Congress
Tuesday, November 20, 2018
11:00 to 12:00
Wednesday 2 June

My secret to ice cream portion control is choosing a small bowl.

...and then I pile it as high as possible.
Time Management Pitfalls

- Distractions
- Prioritization
- Accountability
- Poor Planning
- Capacity
- Bad Habits

Frustration
The Natural Conflicts

Strategize \rightarrow Get out the door

Work \rightarrow Life

New \rightarrow Retention

Close

Respect Donor’s Readiness
The trick is in what one emphasizes. We either make ourselves miserable, or we make ourselves happy. The amount of work is the same.

-Carlos Castaneda
Creating Change that Lasts

Systematic

Behavioral

Annually

Semi-Annually

Monthly

Weekly

Daily
TMTs
(Time Management Tactics)
Annual TMTs
Establish the Big Picture

- Prior Year Review
- Create Annual Plan
- Spending Time Wisely Worksheet
Planning Benefits

Provides a clear focused approach

Creates a climate for needed changes

Helps institution make informed choices

Helps effective resource allocation

Provides opportunities for addressing weaknesses & building on strengths
Identifying Priorities

Contribute to the mission and vision
Help you achieve high priority goals
Are in keeping with shared, institutional values
Are tied to your development plan
Have the highest return on investment
You have to decide what your highest priorities are and have the courage - pleasantly, smilingly, nonapologetically - to say 'no' to other things. And the way to do that is by having a bigger 'yes' burning inside.

— STEPHEN COVEY
Finding Your Bigger “YES”

1. Be realistic & focus on priorities
2. Use your plan as a guide
3. Determine gaps & challenges
4. What’s keeping you up at night?
## Time Allocation and Priorities

- Review big picture priorities and percentage of time with supervisor/team
- Agree on what you won’t do!
- Spending Time Wisely Worksheet

<table>
<thead>
<tr>
<th>Priorities</th>
<th>% Actual</th>
<th>% Desired</th>
</tr>
</thead>
<tbody>
<tr>
<td>Donor Work – Direct</td>
<td>10%</td>
<td>50%</td>
</tr>
<tr>
<td>Donor Work – Planning</td>
<td>30%</td>
<td>20%</td>
</tr>
<tr>
<td>Managing Staff</td>
<td>40%</td>
<td>10%</td>
</tr>
<tr>
<td>Supporting Leadership</td>
<td>5%</td>
<td>15%</td>
</tr>
</tbody>
</table>
Semi-Annual TMTs

- Time Study
- Review Progress on Annual Plan
- Make Course Corrections
Three Steps to Master Your Time

*Peter Drucker*
Monthly TMTs

- Review Progress Toward Plan, Key Metrics
- Assess Spending Time Wisely Worksheet
- Identify This Month’s Big Rocks
Filling Your Bucket
Assessing Your Activities

Does this make progress toward my major priorities?

Yes

Are we using to greatest advantage?

No

What is the purpose?

Can we postpone, delegate, cancel?

Can we tweak, amend, add elements?
Weekly TMTs

To Do List Brain Dump & Prioritization

Block Out Your Calendar

Schedule Self-Reflection
What is everything that needs to get done this week?
### Stephen Covey’s Urgent and Important
*Seven Habits of Highly Effective People*

<table>
<thead>
<tr>
<th>Importance</th>
<th>Urgency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Urgent and Important</td>
<td>Important and Not Urgent</td>
</tr>
<tr>
<td>Urgent and Not Important</td>
<td>Not Urgent Not Important</td>
</tr>
</tbody>
</table>
Prioritize Based On Closeness to the Gift

<table>
<thead>
<tr>
<th>A Level Activities</th>
<th>• Direct engagement and contact with a donor</th>
</tr>
</thead>
<tbody>
<tr>
<td>B Level Activities</td>
<td>• Those that may bring you closer to a A Level Activity and advance your purpose</td>
</tr>
<tr>
<td>C Level Activities</td>
<td>• Non-urgent tasks that are focused primarily on your own needs</td>
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*Adapted from Training for Good Blog, [www.trainingforgoodinc.com](http://www.trainingforgoodinc.com)*
## Take Control of Your Calendar

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Meetings, Admin</td>
<td>Donor Visits</td>
<td>Donor Visits</td>
<td>Donor Follow-up</td>
<td>Office Staff meeting</td>
</tr>
<tr>
<td>Office Visit Planning</td>
<td>Donor Stewardship</td>
<td>Donor Visits</td>
<td>Donor Visits</td>
<td>Office Strategy session</td>
</tr>
<tr>
<td>Office Visit planning Organizing</td>
<td>Office Committee Meeting</td>
<td>Donor Visits</td>
<td>Staff Supervision</td>
<td>Maintenance Time</td>
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</tbody>
</table>
Schedule Self-Reflection Time
Daily TMTs
18 Minute or Less Three Step Plan

*Peter Bregman*

**Set plan for day**
(5 minutes)

- Before you turn on your computer
- What will make this day successful
- When during the day will accomplish each task

**Refocus one minute every hour**
(8 minutes)

- Take a deep breath, stand up
- Look at your list – did you spend the past hour productively?
- Adjust

**Review**
(5 minutes)

- Shut off your computer and review your day
- What worked, what got in the way, what did you learn to better manage your time and energy
Pomodoro Technique

1. Decide on task to be done
2. Set timer (20 – 30 minutes)
3. Work on task until timer rings
4. Take a short break (3–5 minutes), then go to step 2
5. After 4 pomodoros, take longer break (15–30 minutes)
# Addressing Roadblocks

<table>
<thead>
<tr>
<th>Have I bitten off more than I can chew?</th>
<th>Delegate</th>
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<tbody>
<tr>
<td>Ask for Help</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Is this really important?</th>
<th>Delegate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Re-Prioritize</td>
<td></td>
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<table>
<thead>
<tr>
<th>Do I have the tools I need?</th>
<th>Assess Timeline</th>
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<tbody>
<tr>
<td>Find Resources</td>
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<table>
<thead>
<tr>
<th>Is this about self-confidence?</th>
<th>Diagnose &amp; Address Challenges</th>
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<tr>
<td>Talk It Out</td>
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The price of inaction is far greater than the cost of making a mistake.

- Meister Eckhart
Creating Urgency

- Recognize Lack of External Urgency
- Make Priorities Public
- Identify Incentives
- High Drive State
The best part of life is not surviving, but thriving with passion and compassion and humor and style and generosity and kindness.

- Dr. Maya Angelou
Thank You!

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