How Do You Sleep at Night...With a Never-Ending, Urgent To-Do-List?

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AFP Congress, November 26, 2019
Setting the Framework

YOU

• Ask questions
• Jump in and challenge me
• Be involved as much (or as little) as you want
• Get up, move as needed

ME

• Value your engagement
• Look forward to your questions
• Know you have a lot to add to the conversation
• Practical focus & what experience has taught
### Eisenhower Matrix / 7 Habits of Highly Effective People

<table>
<thead>
<tr>
<th></th>
<th>Urgent</th>
<th>Not Urgent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Important</td>
<td><strong>1. Do first:</strong></td>
<td><strong>2. Schedule:</strong></td>
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<tr>
<td></td>
<td>- Crises and problems</td>
<td>- Important ongoing projects</td>
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<tr>
<td></td>
<td>- Hurt child</td>
<td>- Hire new staff member</td>
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<tr>
<td></td>
<td>- Meeting with your manager</td>
<td>- Booking dentist appointment</td>
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<tr>
<td></td>
<td>- Fix gas leak</td>
<td>- Exercise</td>
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<tr>
<td></td>
<td>- Assignment due today</td>
<td>- Relationships</td>
</tr>
<tr>
<td>Not Important</td>
<td><strong>3. Delegate if you can:</strong></td>
<td><strong>4. Do last or don’t do at all:</strong></td>
</tr>
<tr>
<td></td>
<td>- Unimportant meetings</td>
<td>- Reading Facebook feed</td>
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<tr>
<td></td>
<td>- Some phone calls</td>
<td>- Watching TV</td>
</tr>
<tr>
<td></td>
<td>- Unnecessary interruptions</td>
<td>- Time wasters</td>
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<tr>
<td></td>
<td>- Low-priority email</td>
<td>- Sorting junk mail</td>
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</tbody>
</table>
How To Say “No” Effectively
How To Operate In Ambiguity

• Listen
• Observe
• Remain Curious
• Focus on Gratitude
• Extend Empathy
• Assume Positive Intent
How To Manage Time Effectively

- One task at a time
- What time do you work best?
- Shorter meetings
- F2F
- Realistic project time demands
- What does your boss really need?
- What does your role really need?
- What is unnecessary?
- Delegate / “Job Share”
How To Interact Expediently With Leaders, Volunteers, Colleagues and Staff?

Expediency

(n) convenience, practicality.
Set Achievable Personal Goals

What do YOU want to achieve in this role?

What do YOU need to achieve to get to the next role?
Create Effective Boundaries

Steps for Setting Personal Boundaries
1. WHEN YOU...
2. I FEEL...
3. I WOULD LIKE...
4. IF YOU...
5. I WILL HAVE TO...
   IF YOU CONTINUE TO...
   I WILL HAVE TO...

Setting Boundaries (the Four C's)
- Calm
- Caring
- Confident
- Consistent

What moves you forward? Stick with it.
What distracts you? Get rid of it.
Keep Calm In Urgent Chaos

- Breathe
- Know Yourself
- Emotional Intelligence
- Fight, Flight or Freeze
- Stress Behaviours
- Resilience
- Perspective
Develop a More Effective Work/Life Balance

“DON’T CONFUSE HAVING A CAREER WITH HAVING A LIFE.” — HILLARY RODHAM CLINTON

What Are Your Values? Stick to Them

What are the 3 things you HAVE to achieve each day? Do Them

Accept that you ARE good enough.. You ARE!
Tackling An Inbox That Is Overflowing

Leverage Technology

Emails From:
- Your Boss
- Your Boss’s Boss
- Donors
- External Stakeholders & Relationships
- Other???
INVEST IN REST.

The Importance of Rest Days
True  False

“You will NEVER, EVER get it all done!”

Sally McGhee Take Back Your Life
Questions?

Thank you for your time!

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