

Seizing Control of Your Time

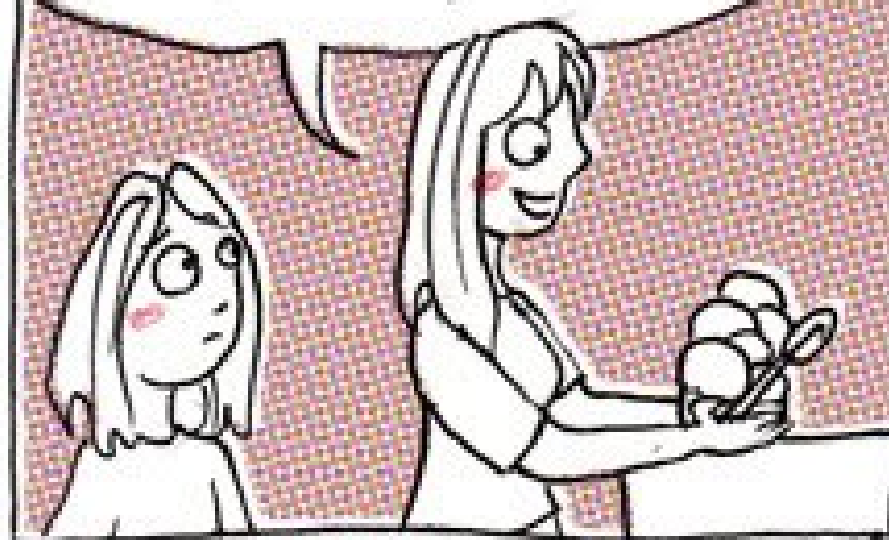
AFP Congress
Tuesday, November 20, 2018
11:00 to 12:00

Wednesday 2 june

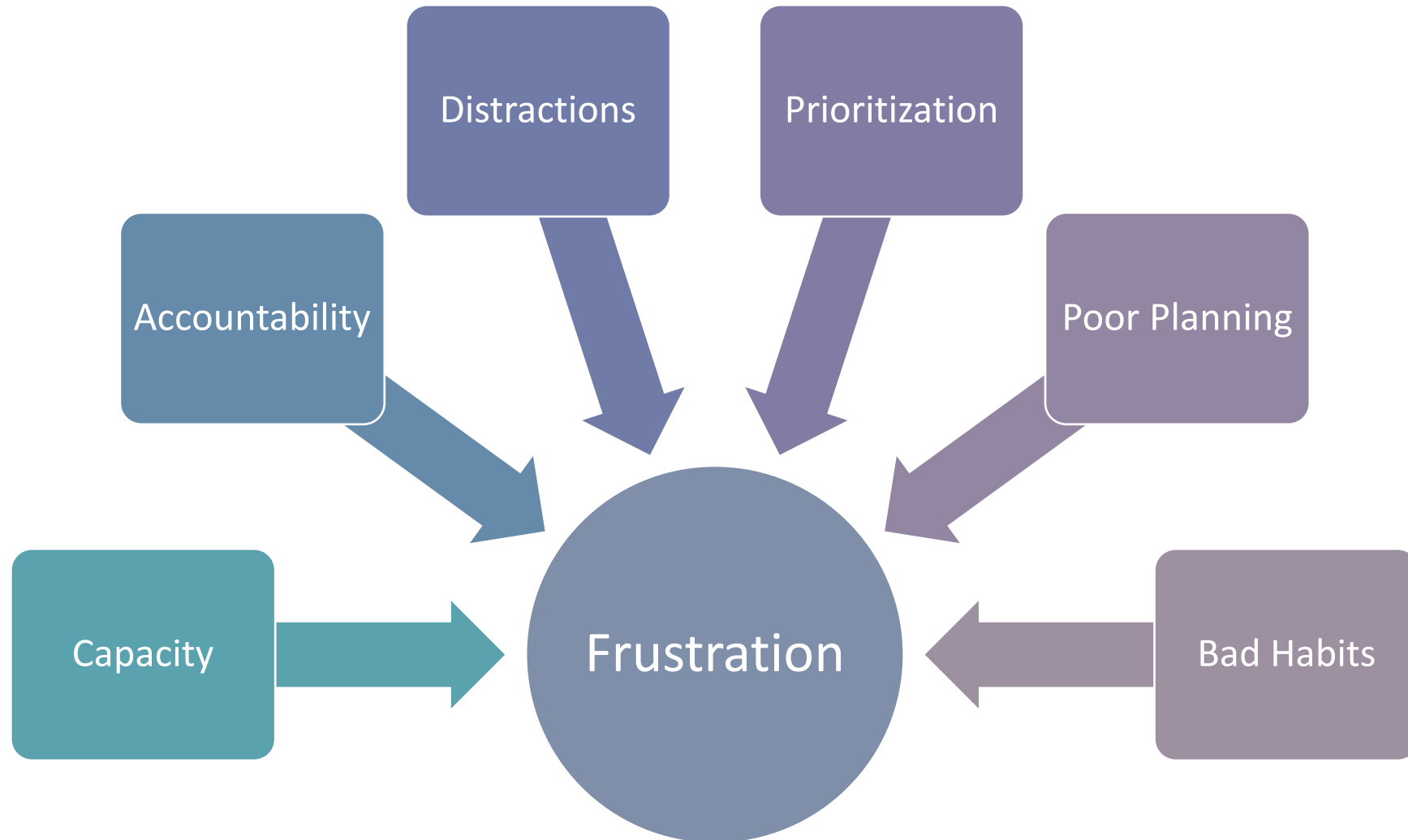
My secret to ice cream portion control is choosing a small bowl.



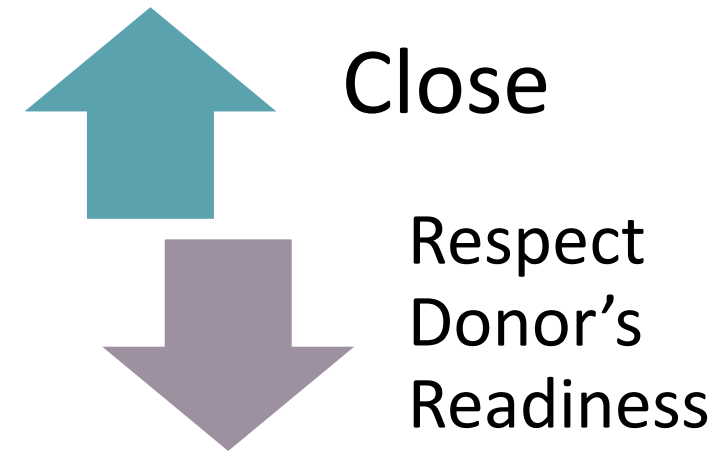
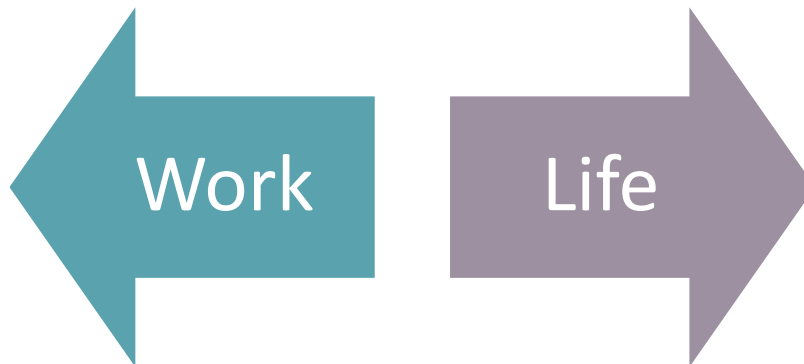
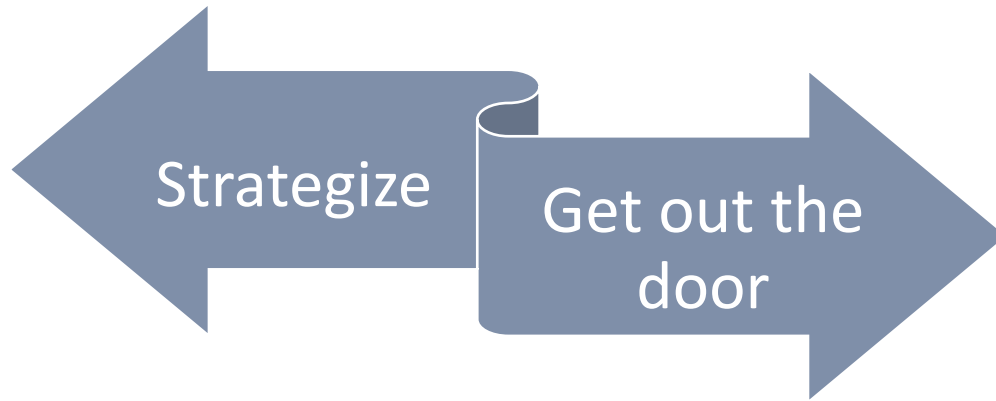
... and then i pile it as high as possible.



Time Management Pitfalls



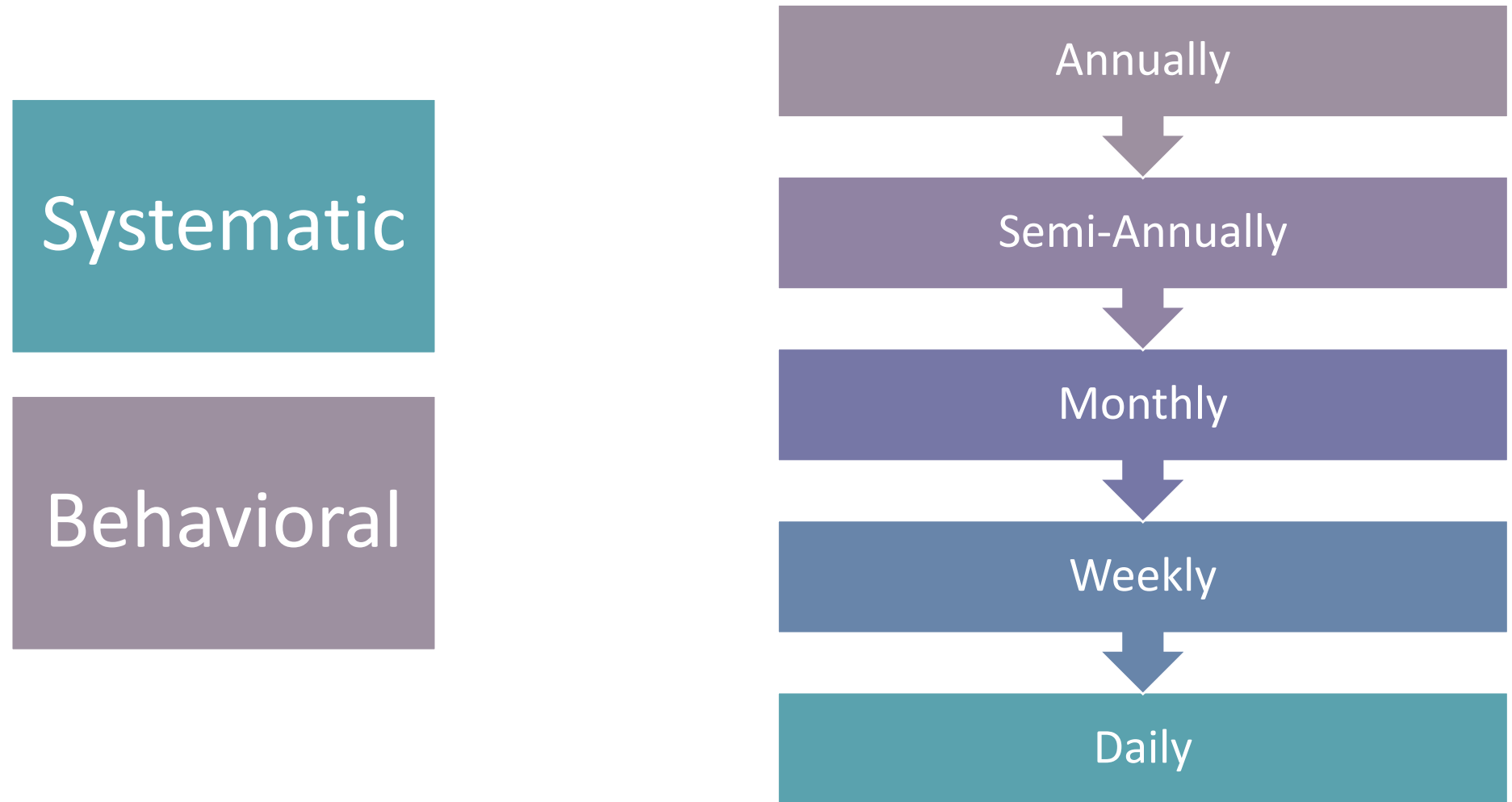
The Natural Conflicts



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



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”

- 
- Be realistic & focus on priorities
 - Use your plan as a guide
 - Determine gaps & challenges
 - What’s keeping you up at night?

Priorities	% Actual	% Desired
Donor Work – Direct	10%	50%
Donor Work – Planning	30%	20%
Managing Staff	40%	10%
Supporting Leadership	5%	15%

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

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

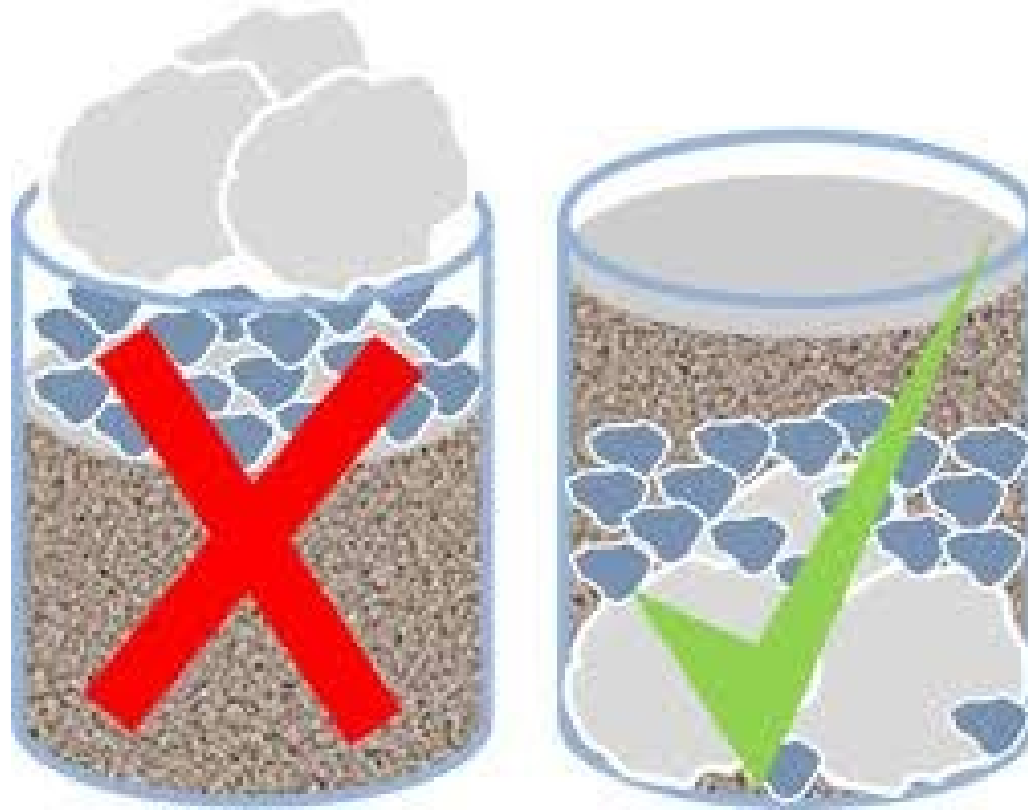


Assess Spending Time Wisely
Worksheet

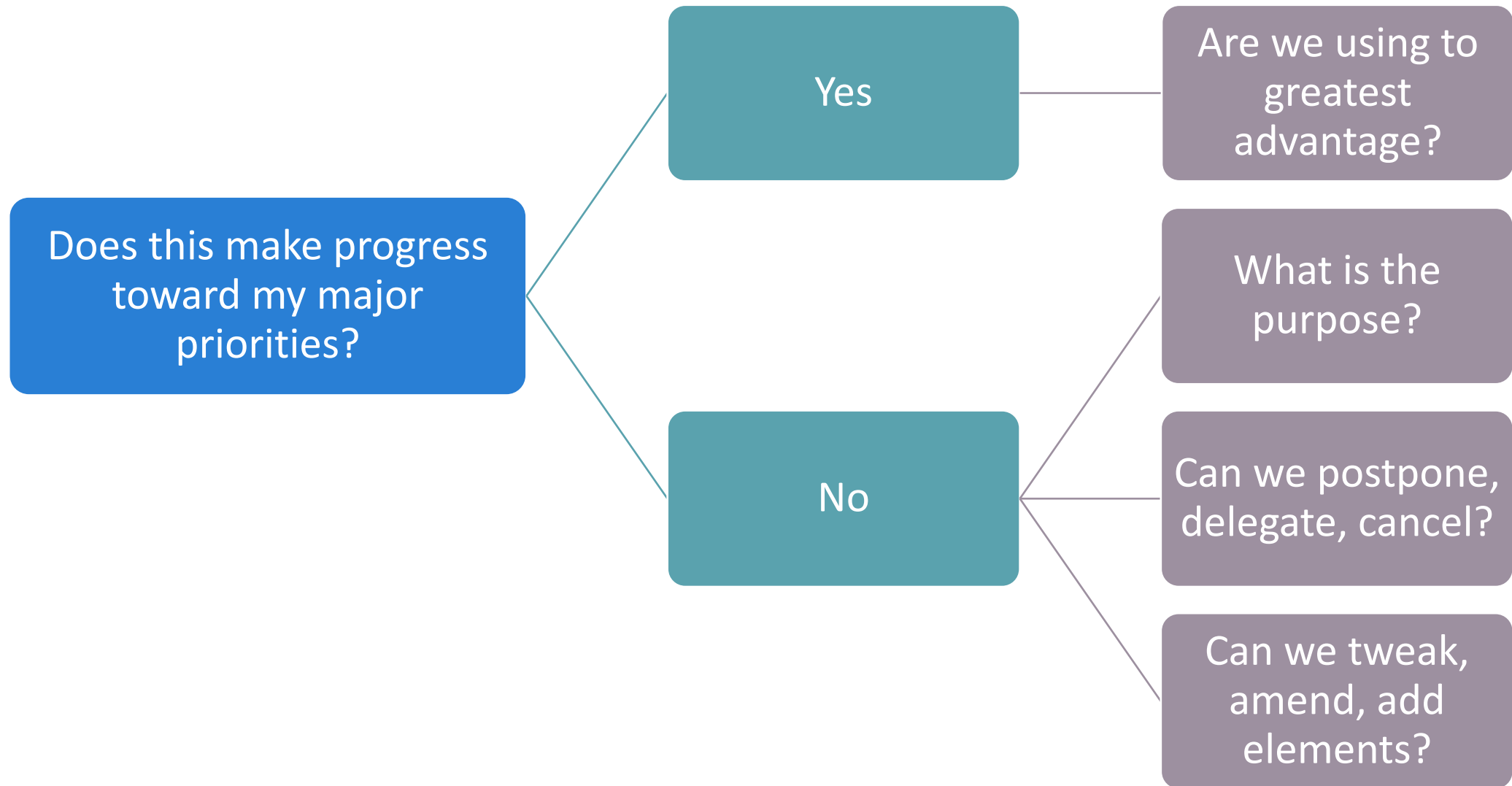


Identify This Month's Big Rocks

Filling Your Bucket



Assessing Your Activities



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*

Importance	Urgent and Important	Important and Not Urgent
	Urgent and Not Important	Not Urgent Not Important
Urgency		



Prioritize Based On Closeness to the Gift

A Level Activities

- Direct engagement and contact with a donor

B Level Activities

- Those that may bring you closer to a A Level Activity and advance your purpose

C Level Activities

- Non-urgent tasks that are focused primarily on your own needs

**Adapted from Training for Good Blog, www.trainingforgoodinc.com*

Take Control of Your Calendar

Monday	Tuesday	Wednesday	Thursday	Friday
Office Meetings, Admin	Donor Visits	Donor Visits	Donor Follow-up	Office Staff meeting
Office Visit Planning	Donor Stewardship Donor calls	Donor Visits	Donor Visits	Office Strategy session
Office Visit planning Organizing	Office Committee Meeting	Donor Visits	Staff Supervision	Maintenance Time

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

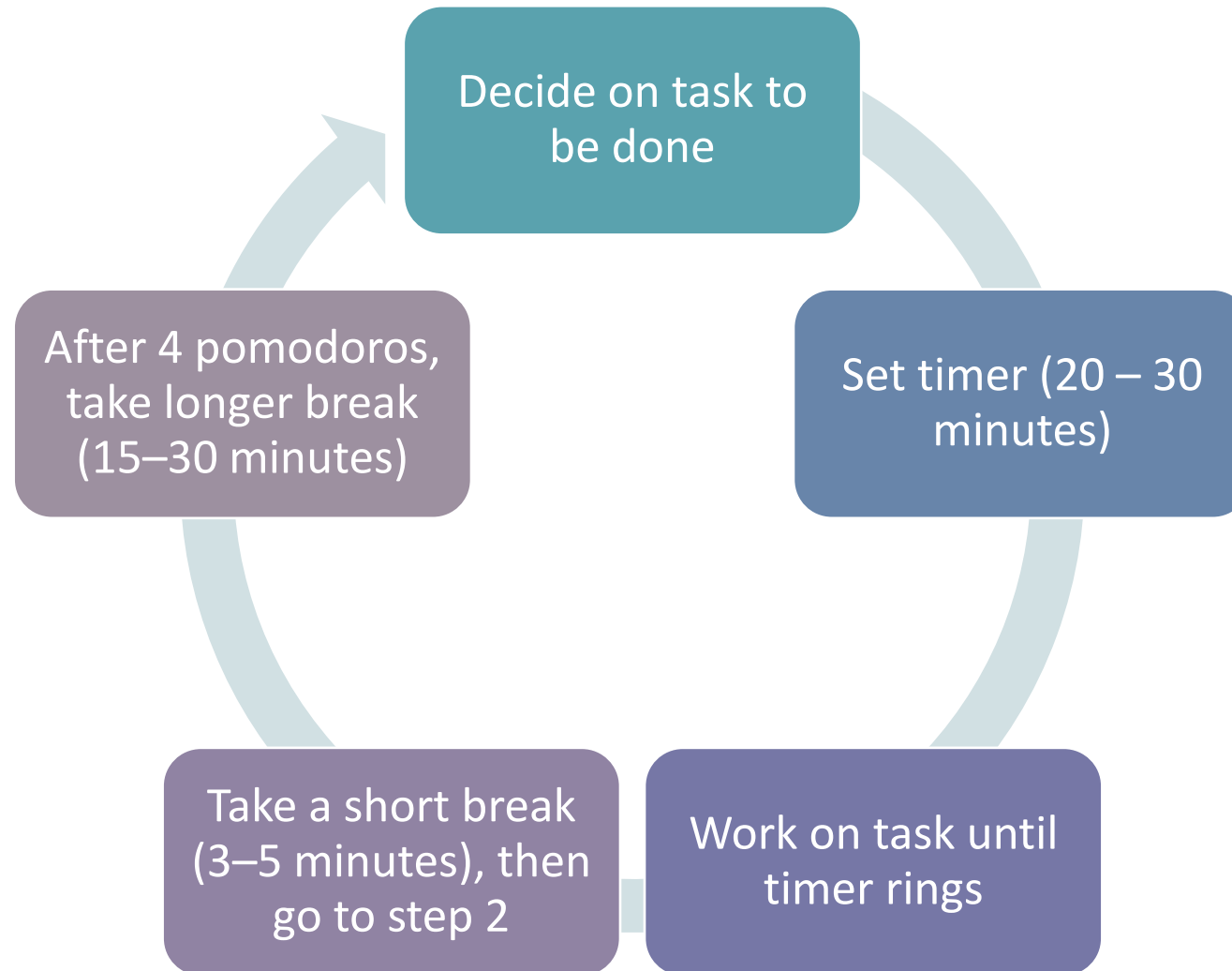
Refocus one minute every hour
(8 minutes)

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

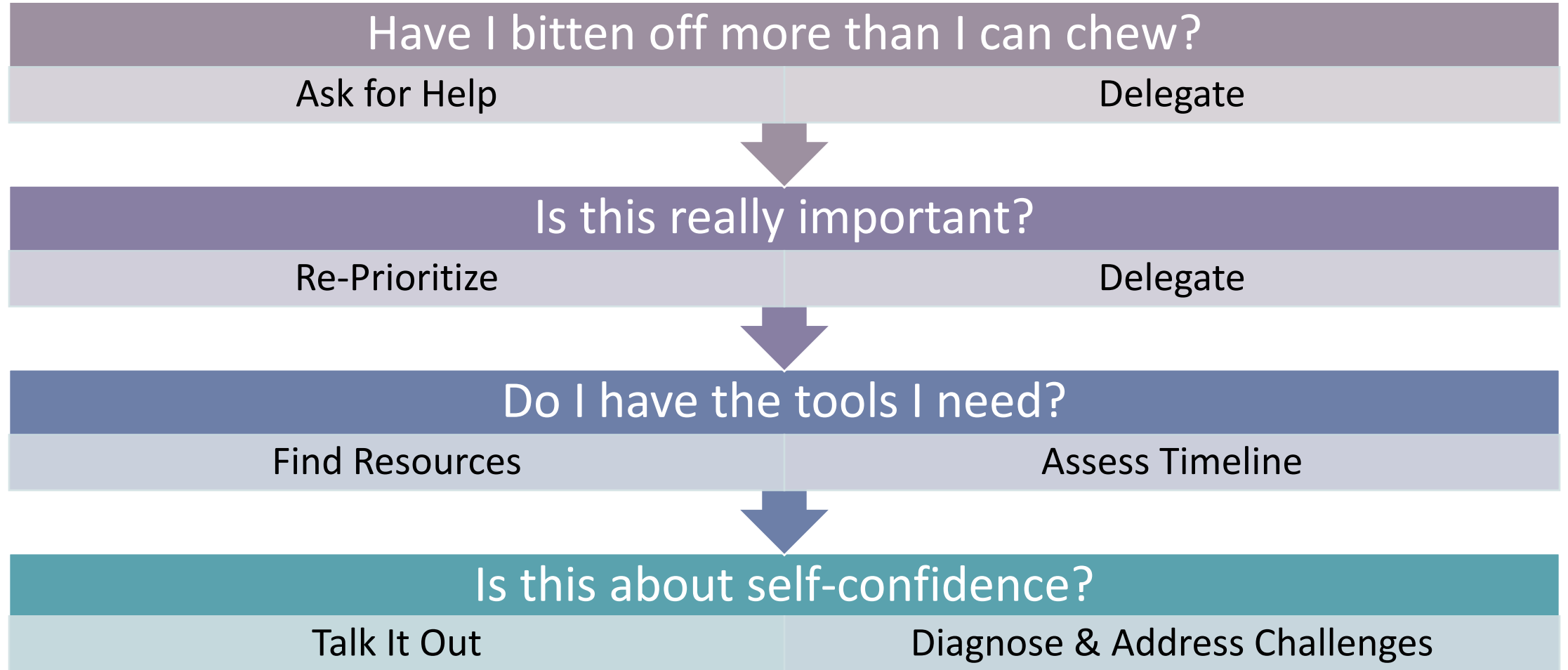
Review
(5 minutes)

- 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



Addressing Roadblocks



*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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