# 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



## How to Set Strong Daily Priorities

https://squareup.com/ca/townsquare/7-time-management-skills-practiced-by-successful-people

### Eisenhower Matrix / 7 Habits of Highly Effective People

	Urgent	Not Urgent
Important	<ul><li>1. Do first:</li><li>- Crises and problems</li><li>- Hurt child</li><li>- Meeting with your manager</li><li>- Fix gas leak</li><li>- Assignment due today</li></ul>	<ul><li>2. Schedule:</li><li>- Important ongoing projects</li><li>- Hire new staff member</li><li>- Booking dentist appointment</li><li>- Exercise</li><li>- Relationships</li></ul>
Not Important	<ul><li>3. Delegate if you can:</li><li>Unimportant meetings</li><li>Some phone calls</li><li>Unnecessary interruptions</li><li>Low-priority email</li></ul>	<ul><li>4. Do last or don't do at all:</li><li>Reading Facebook feed</li><li>Watching TV</li><li>Time wasters</li><li>Sorting junk mail</li></ul>



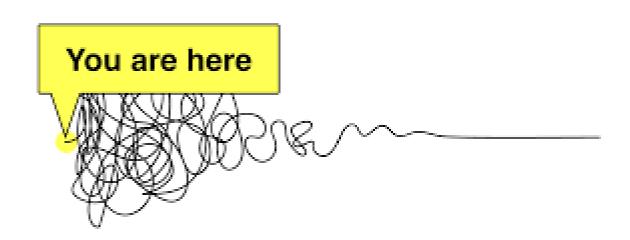
How To Say "No" Effectively



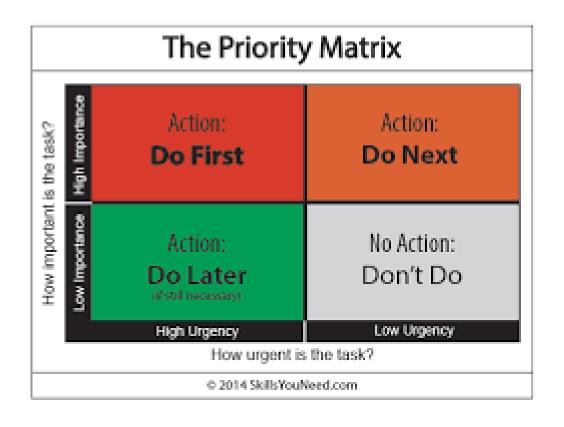


# How To Operate In Ambiguity

- Listen
- Observe
- Remain Curious
- Focus on Gratitude
- Extend Empathy
- Assume Positive Intent







- One task at a time
- What time do you work best?
- Shorter meetings
- F<sub>2</sub>F
- 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?





## Set Achievable Personal Goals



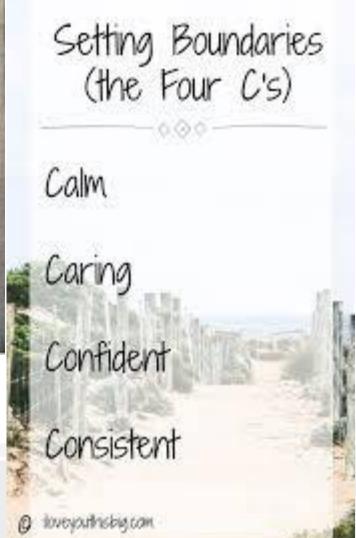
What do YOU want to achieve in this role?

What do YOU need to achieve to get to the next role?



### Create Effective Boundaries





What moves you forward? Stick with it

What distracts you? Get rid of it



## Keep Calm In Urgent Chaos

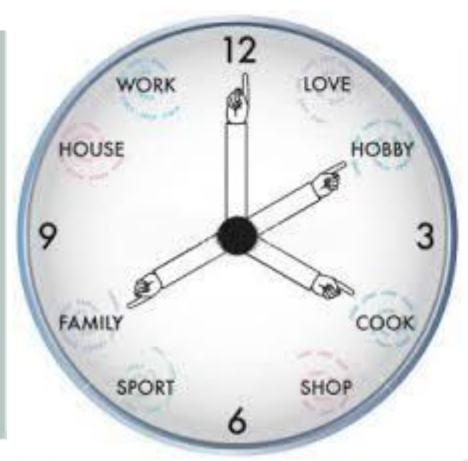


- Breathe
- **Know Yourself**
- Emotional Intelligence
- Fight, Flight or Freeze
- Stress Behaviours
- Resilience
- Perspective



## 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????







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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