

**Finding an Extra Hour Every Day:**

Top Time Management Tips for Busy Managers, Leaders, Students and Professionals

Presented by  
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 A Leading Time Management/Smart Device/E-mail & Info Overload Training Firm  
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**Agenda of Program**

- Introduction
- A Quick Reminder on E-mail Process (and New Tip!)
- Identifying Key Projects / Responsibilities
- Managing Tasks / Interruptions / Deliverables
- Calendar Management / Schedule “Sanity”
- A Smarter Daily Process
- A Couple SmartPhone / Tablet Ideas
- And More!

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**Five Key Functions in MS Outlook (and Google too!)**

E-mail  
 Calendar  
 Task/To Do List  
 Notes/Memos  
 Addresses/Contacts

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## How are You Using Your Outlook/Google/Smart Phone?

- As a Daily Calendar?
- As a To Do List?
- As a Phone/Address Book?
- As a Long-Range Planning Guide?
- As a Project-Action Step Prioritizer?
- As a Sophisticated Time-Saving Communications/Project/Meeting Planner?
- As a Proactive Device Designed for Constant and Instant Productivity?

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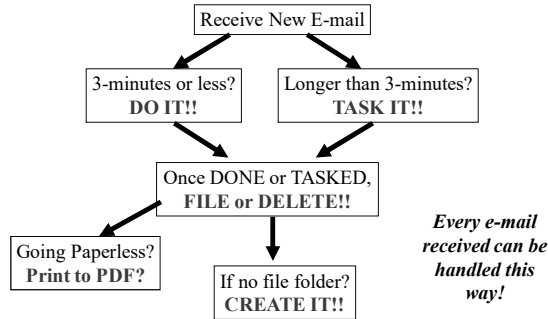
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## A Quick Reminder: "Taming E-mail" Decision Tree



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## Tasks, Traction, and Interruptions

<input type="checkbox"/>	Revise webinar sales page for Dist to Pro	Tue 3/14/2017	Not Started	■ Clients/Prospects	T...
<input type="checkbox"/>	Rental car for IPSI 4/25/17???	Tue 3/14/2017	Not Started	■ Clients/Prospects	T...
<input type="checkbox"/>	Start new Webinar Promotion efforts ...	Tue 3/14/2017	Not Started	■ Webinar Products Effort	T...
<input type="checkbox"/>	Agent query letter samples	Tue 3/14/2017	Not Started	■ Book	T...
<input type="checkbox"/>	Create promotional doc for agents on m...	Tue 3/14/2017	Not Started	■ Webinar Products Effort	T...
<input type="checkbox"/>	Contact all Thinkific account holders ...	Tue 3/14/2017	Not Started	■ Webinar Products Effort	T...
<input type="checkbox"/>	Check out insightful/Microsoft Dynamics ...	Tue 3/14/2017	Not Started	■ Business	T...
<input type="checkbox"/>	Turn 10 Tips article into post on LinkedIn	Tue 3/14/2017	Not Started	■ Mtg/PR	T...
<input type="checkbox"/>	Look at flight options for CARE/MyFlori...	Tue 3/14/2017	Not Started	■ Clients/Prospects	T...
<input type="checkbox"/>	Send handouts to Spice...RE-Corporat...	Tue 3/14/2017	Completed	■ Clients/Prospects	T...
<input type="checkbox"/>	Client on SCIEA...see #1025 with Sp...	Tue 3/14/2017	Completed	■ Clients/Prospects	T...
<input type="checkbox"/>	Get Angela Financial Agents document ...	Tue 3/14/2017	Not Started	■ Clients/Prospects	T...
<input type="checkbox"/>	Send invoice...Comm-Ats-session...RE...	Tue 3/14/2017	Completed	■ Accounting & Receipts, Clients/Pro...	T...
<input type="checkbox"/>	Compile and send TASBO expenses	Tue 3/14/2017	Not Started	■ Clients/Prospects, Accounting & R...	T...
<input type="checkbox"/>	Review videos - Office 365	Tue 3/14/2017	Not Started	■ Clients/Prospects, Business	T...
<input type="checkbox"/>	Check car maint folder	Tue 3/14/2017	Not Started	■ Husband/Father	T...
<input type="checkbox"/>	Add to Smart Phones - Cost app for iPha...	Tue 3/14/2017	Not Started	■ Time/ Tips	T...
<input type="checkbox"/>	Call Liberty Mutual - rental car for fami...	Tue 3/14/2017	Not Started	■ Business	T...
<input type="checkbox"/>	Consider sharing with list? Have you sh...	Tue 3/14/2017	Not Started	■ Webinar Products Effort	T...
<input type="checkbox"/>	Breakfast every day by 10:00 a.m.	Tue 3/14/2017	Not Started		T...
<input type="checkbox"/>	Dog needs a bath (Iana 3/17)	Tue 3/14/2017	Waiting on someo...		T...

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### Your Responsibilities: Current Projects & Life Roles

- Definition of a Project: *Anything with more than three steps to completion*
- Definition of a Role: Any “hat you wear” at least once a month (*manager, co-worker, employee, student, son/daughter, brother/sister, roommate, teammate, friend, boyfriend/girlfriend, husband/wife, mother/father, job-hunter, etc.*).
- **3 Minutes:** write out all personal and work projects (including subprojects) and roles!!
- Finally, rank order projects and roles

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### Cost of Interruptions to American Business:

**\$650 Billion/Year**

Average Time Lost  
Per Interruption:

**4-15 Minutes**

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### A Project Kick-Start: The “Next Step” Habit

- Never “backtrack” on a project
- Low-tech: The Sticky Note
- High-tech: Outlook/Google
- Mid-tech: Planner/Paper
- A Great Way to Handle Unexpected Interruptions

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### Outlook is GREAT for managing projects/tasks/roles!

- Feeds my “Type A” nature!
- Capture key projects/roles in categories
- Use individual tasks for “next steps”
- Favorite views are “Today” & “Active Tasks”
- Can also sort by “Category”, “Complete”
- “Next Steps” for Family & Friends?
- Capturing **Projects & Roles in Your Category List** Helps w/ Focus & Balance

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“All we have is the here and now, and that’s why procrastination feels so right. Procrastination is not the problem – it’s the solution!”

– Ellen DeGeneres

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### A Great Urgency Reducer: Waiting On’s . . .

- *Anything owed to you by anybody . . .*
- Money? Tax refund?
- Books/CD’s/DVD’s loaned to friends/relatives
- Phone call’s/faxes/e-mails with info you are waiting on.
- Takes advantage of human nature
- Remember – due date is actually the BUG date

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## Assigning/Delegating Tasks in Outlook & Google

- Outlook has a very handy tool for effectively delegating tasks and deliverables
- Creates new task that is carried in task list of task requester and task owner/manager
- When task is assigned, creates e-mail that is received by task recipient.
  - Recipient has opportunity to accept or decline
  - Additional text/information can be shared in note field

In Google Tasks, I simply created a category “@Waiting” where I track all deliverables, and then manage daily in my @Today list

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## Let's Talk Calendar!




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## A Calendar/Tickler Tip for the Guys

- Ever forgot a birthday? Or anniversary?
- NEVER do it again!
- Use the same strategy for meetings and appointments
- These tips work in Outlook and/or Google – Calendars are VERY similar!

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## Managing Your Calendar

- Includes **Work AND Personal** commitments
- Think about long-range tasks, projects, vacations, trainings, birthdays, anniversaries, etc.
- Next, think shorter range about upcoming internal/external meetings, events, phone calls
- Then, enter/review current commitments for today and this week
- Two “counter theories” for productivity enhancement / work-life balance
- Finally, make commitments with yourself (stalled Major Satisfactor/Biz Critical projects)

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## A New Daily Process

- At least once a week: Review Priority Memo
- Every day:
  - Check calendar first – look ahead!
  - Check today's calendar – how much time?
  - Revise task list per priorities and calendar
  - Plan delegations/follow ups
  - Check e-mail/voice mail/snail mail
  - Revise task list again per available time
  - GET TO WORK

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## How About Some Other Useful Memos/Lists?

- “Priorities” Memo
- Possibilities Memo
- Staff Management Memos
- Many More!

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### Other Useful Memos/Lists?

Google Docs?  
Outlook Notes  
Evernote?

- Company/Firm Archive
- Personal Goals/Dreams List
- Shopping Lists
- Travel/Financial/Medical Archives
- Business/Personal Trip packing list
- Driving Log/Calls Log/Hour Tracker
- Workout/Diet Diary
- Books to Read
- Movies to See
- Music
- Golf Club Shot Selector

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### Putting it All Together

- Current Projects/Roles
- "Next Step" To Dos
- 3-Minute Info/E-mail Processing Rule
- Waiting On's . . .
- All Calendars
- New Daily "Start-up" Routine
- Memos/Lists
- Phone/Address Book

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### Address Book Strategies

- More than just name, address, phone, fax
- Use as way to build stronger relationships:
  - Spouse/Kids Names
  - Directions
  - Quirky Habits/Behaviors
  - Contact Management Tracking
  - Social media tools *better?*

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### Common Sense Smart Phone E-mail Tips

- K.I.S.S.
- Reply by phone (voice to text???)
- Delete the junk & SPAM
- Save the bigger ones for your PC/keyboard

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### Key Strategies for Any System

- Handle the Quick Little Stuff RIGHT NOW
- Make Your Most Important Projects/Roles Prominent
- Define “Next Steps” for Each Important Project/Role
- Track & Follow Up with People Owing Stuff to You
- Clear Your Brain to Focus on Problem Solving
- Run Your Calendar (Don’t Let It Run You!)
- Utilize Your Address Book to Build Relationships
- Always Keep Learning, Growing, Improving!

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### Final Thoughts:

- Lots of info to chew on here:
  - Pick the ideas/strategies that work best for you
- Set up your “infrastructure” as needed on Outlook, Google, your Smart Phones/Tablets
- Consider a “Three Minute” purge of your office and e-mail account
- Do a “Weekly Gut Check” to avoid falling back into bad habits
- Come back to your handouts later to integrate more
- Continue learning/practicing/perfecting your use of time
- Send me a note if you think of more!

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### More Final Thoughts:

- Become an advocate and champion for proper time management/personal organization techniques and technology usage. Spread the word and infect others – it will only help you be more in front of your work.

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“Be the change you wish to see in the world.”

– Gandhi

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### Where to Get More Info:

- Randy Dean’s new book *Taming the E-mail Beast: 45 Key Strategies for Managing Your E-mail Overload* available at Amazon.com and search “Randall Dean”
- Randy Dean’s *Major Satisfactors = Major Success*
- David Allen’s *Getting Things Done*
- Stephen Covey’s *Seven Habits of Highly Effective People* and *First Things First*
- Randy’s Timely Tips Monthly e-news:  
send me an e-mail at [Randy@randalldean.com](mailto:Randy@randalldean.com)

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## We're Done!!!

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