

Instructor Notes:



Schedule:

- 15 min. lecture
- 5 min. eLearning
- 5+5 min. focus list activity



Present to participants using PowerPoint #4

(Henry Kissinger)



Participant exercise: 5 minutes.



Have you ever had a day go by too fast, where you were busy doing low-level to-dos, dealing with interruptions, putting out fires, and half-starting important projects?

Organization

Objectives

After completing this topic, you will be able to:

- Create a prioritization list
- Utilize key Outlook Calendar functions
- List three ways to manage your productivity



Overview

Most managers suffer from a full calendar. If your time is not booked with meetings, it is occupied by employees and tasks that leave you feeling like you have too much to do and too little time to do it. Good managers know it is important to plan the day and focus on objectives. The best ways to be productive and accomplish your goals are to know yourself and to be organized.

Activity (Part One)

Plan and write down your to-do list for later today or tomorrow.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Not Another To-Do List

It's easy to lose sight of what is important to you and your company in the myriad daily duties and interruptions. You already know how to create and prioritize a to-do list. But don't let those tasks divert your focus from the big picture.

Instructor Notes:

Participant exercise : have learners create a focus list (2 min). Then have them revisit their to-do lists... have them cross-out items that do not contribute to their true focus (3 min).



Instructor information: eLearning link

<http://office.microsoft.com/home/video.aspx?assetid=ES102689811033&width=884&height=540&startindex=0&CTT=11&Origin=HA102569531033>

Prioritization List

1. Each morning write down your *true* priorities—the three most important areas to focus on that day.
2. When making your low-level to-do lists, consider how each task contributes to your three main goals. If it does not advance your goal(s), do not include it on your list.
3. Delegate the low-level tasks that you choose not to focus on.

Activity (Part Two)

Create your prioritization (or focus) list.

1. _____
2. _____
3. _____

eLearning: Outlook Tasks

The instructor will provide a link to the eLearning lesson about how to create and update tasks and to-do lists in your Outlook Calendar to help you focus on your priorities.

Managing You

You are used to managing your employees, your time, your customers, your tasks. But do you know how to manage yourself? Take advantage of your organizational tools, like Outlook, by placing the following items on your calendar:

1. Schedule your hardest and least desirable tasks for the morning while your energy is high.
2. Take a 5 minute walk around the outside of the building 3 times a day (every 2 hours). This will increase your energy and make you more productive.
3. Book a conference room to perform high-concentration tasks in order to be away from phones, e-mail, and walk-in interruptions.
4. Schedule snack breaks to keep your blood-glucose levels even on days you skip lunch.
5. Create a reminder every 60 to 90 minutes to make refocusing on your prioritization list a regular habit throughout the day.